

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Promotion Recruiter

Dear Hiring Manager,

I am excited to apply for the Promotion Recruiter position at Acme Corporation, which I learned about through your company's careers page. With a proven track record in talent acquisition and a passion for identifying high-potential candidates, I am eager to bring my expertise to your team and contribute to Acme's commitment to employee advancement and organizational growth.

In my previous role at XYZ Enterprises, I successfully revamped the recruitment strategy, focusing on promoting internal talent. By implementing a structured mentorship program, I was able to reduce the time-to-fill for promotional roles by 30%, which resulted in increased employee satisfaction and retention. Additionally, I spearheaded a campaign that highlighted success stories of promoted employees, which not only boosted internal applications by 50% but also fostered a culture of growth and motivation among the staff. My ability to analyze recruitment metrics and adjust strategies accordingly has consistently led to improved hiring outcomes and a stronger organizational commitment to employee development.

I am particularly drawn to Acme Corporation's values of innovation and employee empowerment, and I am eager to bring my strategic and analytical skills to your recruitment team. I would appreciate the opportunity to further discuss how my experience aligns with the goals of Acme Corporation and how I can contribute to your efforts in identifying and promoting top talent. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Smith