

Jordan Smith

January 16, 2026

Acme Corporation

RE: Recruiter

Dear Hiring Manager,

I am excited to apply for the Recruiter position at Acme Corporation, as advertised on LinkedIn. With a strong background in talent acquisition and a passion for connecting the right candidates with the right opportunities, I believe I would be a valuable addition to your team.

In my previous role at InnovateTech, I successfully led a recruitment campaign that resulted in a 30% increase in quality candidate applications within six months. By implementing an employer branding strategy and leveraging social media platforms, I was able to attract top-tier talent, significantly reducing our time-to-hire. Additionally, I collaborated closely with hiring managers to understand their needs, allowing us to fill critical roles with candidates who not only possessed the necessary skills but also fit well within the company culture.

Furthermore, I developed and executed a comprehensive onboarding program that improved new hire retention rates by 25% year-over-year. This program included mentorship initiatives and clear career progression paths, which fostered a sense of belonging and engagement among new employees. I am passionate about creating a positive candidate experience, and I believe that my proactive approach to recruitment aligns well with Acme Corporation's commitment to excellence.

I am eager to further discuss how my experience and skills can contribute to the continued success of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan Smith