

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Accountant

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Accountant position at Acme Corporation, which I discovered on your careers page. With over five years of experience managing diverse accounting functions for various clients, I have developed a strong foundation in financial reporting, tax preparation, and compliance. I am eager to bring my expertise to your team and contribute to the financial health of Acme Corporation.

During my freelance career, I successfully managed the financial records for a mid-sized manufacturing firm, where I implemented a new accounting software system that reduced monthly closing time by 30%. This significant improvement not only enhanced productivity but also provided the management team with timely reports for more informed decision-making. Additionally, I conducted thorough audits for a non-profit organization, identifying discrepancies that saved them over \$15,000 in potential penalties. These experiences have equipped me with the skills necessary to handle the complexities of a full-time accounting role while maintaining high standards of accuracy and efficiency.

I am particularly drawn to Acme Corporation due to its commitment to innovation and growth in the industry. I believe my passion for accounting and my proactive approach to problem-solving would make me a valuable addition to your team. I would love the opportunity to discuss how my background and skills align with the needs of your organization. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Mitchell