

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Administrative Assistant

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Administrative Assistant position at Acme Corporation, which I discovered on LinkedIn. With a strong background in administrative support and a track record of improving efficiency in my previous roles, I am eager to bring my skills and dedication to your dynamic team.

During my time as a freelance administrative assistant for various clients, I successfully managed multiple projects simultaneously, showcasing my ability to prioritize tasks effectively. For instance, I helped a startup increase their operational efficiency by 30% by developing streamlined scheduling processes and implementing a digital filing system that reduced document retrieval time. Additionally, I coordinated travel arrangements and organized events for clients, ensuring all logistics were handled smoothly and professionally, which led to positive feedback and repeat business.

Moreover, my experience with customer relationship management software and proficiency in Microsoft Office Suite has equipped me with the tools necessary to handle diverse administrative tasks efficiently. I also take pride in my attention to detail, which I demonstrated by meticulously managing the financial records for a small business, ultimately reducing discrepancies by 15% over the course of six months. This not only improved the owner's peace of mind but also allowed them to focus on growing their client base.

I am very interested in discussing how my freelance experience can translate into a full-time administrative role at Acme Corporation. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can contribute to your team.

Sincerely,

Jordan Smith