

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Assembly Line Worker

Dear Hiring Manager,

I am excited to apply for the Freelance to Full Time Assembly Line Worker position at Acme Corporation, which I discovered on your careers page. With a strong background in assembly line operations and a commitment to excellence, I am eager to bring my skills to your esteemed company and contribute to your production goals.

During my time as a freelance assembly worker, I successfully completed projects for various manufacturers, including a stint with a local electronics company where I streamlined assembly processes that increased production efficiency by 20%. I implemented a new organization system for tools and materials that reduced setup time, allowing for a quicker turnaround on assembly tasks. Additionally, my attention to detail has consistently ensured that all products met quality standards, leading to a significant decrease in returns and customer complaints.

I take pride in my ability to adapt quickly to new environments and work collaboratively with team members to achieve shared objectives. At my previous freelance role, I collaborated closely with cross-functional teams to improve workflow processes, resulting in a 15% increase in overall output. I believe these experiences align perfectly with the values at Acme Corporation and the expectations you have for this position.

I am very interested in the opportunity to further discuss how my skills and experiences align with the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation's continued success.

Sincerely,

Jordan A. Thompson