

Jordan A. Smith

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Acme Corporation

RE: Freelance To Full Time Auditor

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Auditor position at Acme Corporation, which I discovered on your careers page. With a solid background in auditing and a proven track record of improving financial processes, I am eager to bring my expertise to your esteemed organization. My freelance experience has equipped me with the adaptability and analytical skills necessary to thrive in this role while contributing to your team's objectives.

During my freelance career, I successfully conducted comprehensive audits for diverse clients across various industries, leading to an average of 15% cost reduction through process optimization. For example, while working with a mid-sized manufacturing firm, I identified discrepancies in their expense reporting, which resulted in the recovery of over \$50,000 in overpayments. This not only strengthened their internal controls but also enhanced their financial reporting accuracy, showcasing my ability to deliver tangible results.

Furthermore, I have developed a keen eye for detail and a robust understanding of compliance requirements, which has been instrumental in guiding clients through complex regulatory landscapes. In one instance, I assisted a technology startup in preparing for their first external audit, ensuring they were fully compliant with both local and federal regulations. The audit was completed with zero findings, which significantly boosted their credibility with potential investors.

I am very interested in the opportunity to discuss how my background, skills, and freelance experiences can be an asset to Acme Corporation as you transition to a full-time auditor role. Thank you for considering my application. I look forward to the possibility of contributing to your team and discussing this opportunity further.

Sincerely,

Jordan A. Smith