

Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Auto Mechanic

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Auto Mechanic position at Acme Corporation, as advertised on your company website. With over five years of hands-on experience in automotive repair and maintenance, I have built a strong reputation for delivering top-notch service and exceeding client expectations. I am eager to bring my skills to your team and contribute to the high standards of excellence at Acme Corporation.

Throughout my freelance career, I have successfully managed a diverse portfolio of clients, providing services ranging from routine maintenance to complex repairs. One of my key achievements was leading a project for a local delivery service where I diagnosed and resolved a recurring engine issue in their fleet that resulted in a 30% reduction in downtime. Additionally, I implemented a preventative maintenance schedule that extended the lifespan of their vehicles, ultimately saving them significant costs in repairs. My commitment to quality workmanship and thorough problem-solving has consistently resulted in positive feedback and repeat business from satisfied customers.

As I transition from freelance work to a full-time position, I am particularly drawn to Acme Corporation's commitment to innovation and customer satisfaction. I believe my proactive approach and adaptability will allow me to integrate seamlessly into your team. I am keen to discuss how my experience and skills can contribute to the ongoing success of your operations and help maintain the high standards you uphold.

Thank you for considering my application. I look forward to the opportunity to discuss my candidacy in more detail and explore how I can support Acme Corporation's mission as a dedicated full-time auto mechanic.

Sincerely,

Jordan M. Thompson