

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Benefits Specialist

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Benefits Specialist position at Acme Corporation, which I discovered on your careers page. With a robust background in benefits administration and a passion for enhancing employee satisfaction, I am excited about the opportunity to contribute to a forward-thinking organization like yours.

During my time as a freelance Benefits Consultant, I successfully collaborated with various companies to streamline their benefits offerings, resulting in an average 15% increase in employee engagement in wellness programs. One notable project involved designing a comprehensive benefits communication strategy for a mid-sized tech firm, where I conducted workshops and created tailored materials that demystified complex benefits information. This initiative not only improved understanding but also led to a 20% reduction in employee inquiries regarding benefits, allowing HR to focus on strategic initiatives.

Additionally, I played a key role in implementing a new HR management system for a client that integrated benefits administration, which enhanced accuracy and efficiency by 30%. I believe that my hands-on experience with benefits technology and my ability to translate intricate policies into accessible formats will be invaluable to Acme Corporation as you seek to improve your benefits offerings and employee satisfaction.

I am eager to discuss how my background, skills, and certifications align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team and am excited about the opportunity to further discuss my fit for this role.

Sincerely,

Jordan A. Mitchell