

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Billing Specialist

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Billing Specialist position at Acme Corporation, which I discovered on LinkedIn. With extensive experience in billing and invoicing processes, along with a strong focus on accuracy and efficiency, I believe I would make a valuable addition to your team. Acme's commitment to innovation and excellence resonates with my professional values, and I am eager to contribute to your continued success.

In my previous freelance role, I successfully managed billing for multiple clients across various industries, ensuring timely invoicing and collections. One of my key achievements was streamlining the billing process for a mid-sized company, which resulted in a 30% reduction in payment discrepancies and improved cash flow. I implemented a new invoicing software that integrated seamlessly with their accounting system, leading to increased efficiency and a significant decrease in billing cycle time.

Additionally, I have a proven track record of maintaining accurate records and resolving billing inquiries promptly, which has consistently enhanced client satisfaction. For instance, I resolved a longstanding billing issue for a client that had previously caused frustration, resulting in a renewed contract and positive feedback from their management team. My attention to detail and problem-solving skills would be an asset to Acme Corporation as you transition from freelance to full-time billing.

I am eager to discuss how my background and skills align with the goals of Acme Corporation and how I can support your billing operations. Thank you for considering my application. I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan A. Mitchell