

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Bookkeeper

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Bookkeeper position at Acme Corporation, which I discovered on your careers page. With over five years of experience in bookkeeping and a strong commitment to accuracy and efficiency, I am excited about the opportunity to contribute to your finance team and help streamline your accounting processes.

In my previous role as a freelance bookkeeper for several small businesses, I successfully implemented a new digital bookkeeping system that reduced monthly reconciliation time by 30%. This change not only improved the workflow but also provided my clients with real-time insights into their financial standings. Additionally, I managed accounts payable and receivable for a retail client, resulting in a 15% reduction in outstanding invoices over three months due to improved follow-up protocols and communication strategies with vendors and customers.

I am particularly drawn to the values and culture at Acme Corporation, and I believe my proactive approach and dedication to maintaining organized financial records would be a great fit for your team. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your organization. Thank you for considering my application.

Sincerely,

Jordan Taylor