

# Jordan A. Williams

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Budget Analyst

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Budget Analyst position at Acme Corporation, as advertised on LinkedIn. With a proven track record in budget analysis and financial forecasting, I am eager to bring my skills to your esteemed company and contribute to your financial planning initiatives.

In my recent freelance role for a non-profit organization, I developed a comprehensive budget forecasting model that reduced their annual expenses by 15%. By analyzing historical financial data and adjusting for projected funding changes, I enabled them to allocate resources more effectively. Additionally, I partnered with departmental heads to ensure alignment with organizational goals, resulting in a streamlined budget approval process that cut review times by 30%. Furthermore, my experience at Tech Solutions, where I collaborated with cross-functional teams to create detailed budget reports, allowed me to enhance my analytical skills and provide actionable insights that improved our decision-making processes.

I am particularly drawn to Acme Corporation's commitment to innovation and strategic growth. I am eager to discuss how my experience in budget analysis, along with my analytical and communication skills, can contribute to your team's success. Thank you for considering my application. I look forward to the opportunity to discuss my candidacy further.

Sincerely,

Jordan A. Williams