

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Business Analyst

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Business Analyst position at Acme Corporation, as advertised on LinkedIn. With a robust background in data analysis and project management, I am eager to contribute my skills to your team and help drive strategic initiatives that enhance performance and efficiency.

During my freelance career, I successfully collaborated with various clients across multiple industries to analyze their business processes and deliver actionable insights. One notable achievement was for a retail client, where I conducted a comprehensive market analysis that identified key consumer trends. This analysis led to a 25% increase in sales within six months following the implementation of my recommendations. Additionally, I streamlined reporting processes for a healthcare startup that reduced data retrieval times by 40%, allowing the team to focus more on strategic decision-making.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to innovative solutions and data-driven decision-making. I am confident that my analytical skills, combined with my ability to communicate complex concepts to non-technical stakeholders, will allow me to make significant contributions to your team. I would welcome the opportunity to discuss how my background and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

Jordan Mitchell