

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Case Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Case Manager position at Acme Corporation, which I discovered on your company's careers page. With a strong background in case management and a proven track record of effectively supporting clients through complex challenges, I am eager to bring my skills and passion for helping others to your esteemed organization.

In my previous role as a freelance case manager, I successfully coordinated care for over 50 clients, ensuring they received the necessary resources and support tailored to their unique needs. One of my key achievements involved developing a comprehensive support plan for a client with multiple disabilities, which resulted in a 40% increase in their access to essential services. This experience honed my ability to assess client needs critically and collaborate with various stakeholders to implement effective solutions.

Additionally, I spearheaded a community outreach program that increased awareness of mental health services in underrepresented neighborhoods. This initiative not only engaged more than 200 individuals but also led to a 30% rise in service utilization within those communities. My commitment to advocacy and empowerment, combined with my strong organizational skills, positions me well for the transition from a freelance role to a full-time position at Acme Corporation.

I am very interested in the opportunity to discuss how my skills and experiences 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 making a positive impact on the lives of our clients.

Sincerely,

Jordan Taylor