

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Change Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Change Manager position at Acme Corporation, as advertised on LinkedIn. With over five years of experience in change management across various industries, I am eager to bring my expertise to your team and contribute to Acme's commitment to innovation and excellence.

In my recent freelance role with a mid-sized tech company, I successfully led a comprehensive change initiative that streamlined internal processes, resulting in a 30% increase in operational efficiency. By employing targeted stakeholder engagement strategies and developing tailored training programs, I was able to facilitate a smooth transition, ultimately reducing employee resistance by 40%. Additionally, I worked with a global retailer to implement a new CRM system that improved customer interactions and satisfaction scores by 25%. My ability to foster collaboration and align diverse teams has been crucial in driving such successful outcomes.

I am particularly drawn to this opportunity at Acme Corporation because of your dedication to creating a dynamic work environment that embraces change. I am eager to discuss how my freelance experience can translate into impactful results as a full-time Change Manager within your organization. Thank you for considering my application; I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan Mitchell