

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Chief Executive Officer

Dear Hiring Manager,

I am thrilled to apply for the Freelance To Full Time Chief Executive Officer position at Acme Corporation, as advertised on LinkedIn. With over a decade of experience in executive leadership and a proven track record of driving growth in both freelance and corporate environments, I am excited about the opportunity to contribute to Acme's strategic vision and operational excellence.

During my tenure as a freelance business consultant, I successfully led a multi-million dollar turnaround project for a mid-sized tech firm. By implementing innovative operational strategies and fostering a culture of collaboration, I helped increase their annual revenue by 40% within two years. Additionally, I spearheaded a digital transformation initiative that not only streamlined processes but also resulted in a 25% reduction in overhead costs. These experiences have equipped me with the skills necessary to navigate complex challenges and seize opportunities for growth.

Furthermore, as a part-time CEO for a start-up in the renewable energy sector, I was instrumental in securing a \$5 million investment round by effectively articulating our vision and demonstrating our market potential. This accomplishment not only showcased my ability to engage stakeholders and drive investment but also underscored my commitment to sustainable business practices. I am eager to bring this blend of strategic insight and operational expertise to Acme Corporation, helping steer the company towards its ambitious goals.

I am very interested in discussing how my background, skills, and enthusiasms align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team and driving impactful results.

Sincerely,

Jordan Mitchell