

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Chief Operating Officer

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Chief Operating Officer position at Acme Corporation, which I discovered on LinkedIn. With over a decade of experience in operational leadership and a proven track record of driving efficiency and growth, I am eager to bring my expertise to your innovative team. Acme's commitment to excellence and its forward-thinking approach resonates deeply with my professional values and aspirations.

In my recent role as a freelance consultant for several mid-sized firms, I successfully restructured operational workflows, leading to a 25% reduction in overhead costs and a 40% increase in productivity. For instance, while working with a tech startup, I spearheaded a project to integrate new software solutions that streamlined communication and project management across departments. This initiative not only improved project completion times but also fostered a culture of collaboration. Additionally, I led a cross-functional team in developing a new supply chain strategy for a retail client, which resulted in a 30% decrease in delivery times and a significant increase in customer satisfaction ratings.

I am particularly impressed with Acme Corporation's strategic initiatives and believe my experience in optimizing operations aligns perfectly with your goals for sustainable growth. I am eager to discuss how my background and skills can contribute to your team's success. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan A. Mitchell