

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Claims Adjuster

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Claims Adjuster position at Acme Corporation, which I discovered on LinkedIn. With over five years of experience in claims adjusting and a proven track record of delivering exceptional service, I am eager to contribute my skills to your esteemed company. The opportunity to transition from a freelance role to a full-time position aligns perfectly with my career goals of growing within a dynamic organization like Acme.

During my freelance work, I successfully managed claims for a variety of clients, including residential and commercial properties. One of my key achievements was reducing claim processing time by 25% for a major client by implementing a streamlined documentation process. I also played a critical role in a challenging case involving a complex liability dispute, where my thorough investigation and negotiation skills resulted in a settlement that saved the client over \$150,000. These experiences have honed my analytical abilities and enhanced my capacity to work under pressure, ensuring I deliver results even in demanding situations.

I am particularly drawn to Acme Corporation's commitment to integrity and innovation in the claims process. I believe that my background in claims adjusting, combined with my passion for providing outstanding client service, would make me a valuable addition to your team. I would welcome the opportunity to further discuss how my experience and skills can benefit Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Taylor