

# Sophia Martinez

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Concierge

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Concierge position at Acme Corporation, as advertised on your company's careers page. With a strong background in hospitality and a proven track record of delivering exceptional customer service, I am eager to bring my skills and passion for concierge services to your esteemed team.

In my previous role as a freelance concierge, I successfully managed a diverse portfolio of clients, consistently exceeding their expectations. For instance, I coordinated a luxury travel itinerary for a family of five, which included securing exclusive reservations at top-rated restaurants and arranging private tours at popular attractions. This not only garnered rave reviews from the clients but also resulted in a 35% increase in repeat bookings for my services. Additionally, I implemented a personalized customer relationship management system, allowing for tailored recommendations that improved overall client satisfaction scores by 20% within six months.

I am particularly drawn to Acme Corporation's dedication to providing top-tier concierge services, and I believe my proactive approach and attention to detail align perfectly with your company's values. I would welcome the opportunity to contribute my skills in a full-time capacity and assist in enhancing the client experience further.

Thank you for considering my application. I look forward to the possibility of discussing how my experience and vision align with the goals of Acme Corporation. I am eager to contribute to your team and help elevate your concierge services to new heights.

Sincerely,

Sophia Martinez