

# Jordan Matthews

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Curriculum Developer

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Curriculum Developer position at Acme Corporation, which I discovered on your careers page. With a strong background in educational design and a passion for creating engaging learning experiences, I am eager to contribute my skills to your innovative team.

In my previous role as a freelance curriculum developer, I successfully redesigned a K-12 science curriculum for a prominent educational publishing company, resulting in a 30% increase in student engagement as measured by standardized assessments. I collaborated closely with educators to incorporate feedback and ensure the materials met diverse learning needs. Additionally, I developed an online training module for teachers that improved instructional strategies across 50 classrooms, which received positive feedback from both instructors and students alike. This experience has honed my ability to create effective, research-based educational content that resonates with various audiences.

I am particularly drawn to Acme Corporation because of your commitment to innovation in education, and I believe my skills in project management and curriculum development align well with your objectives. I am eager to discuss how my freelance experience can translate into a full-time role, allowing me to contribute to your mission of enhancing learning outcomes for students. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Matthews