

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Database Administrator

Dear Hiring Manager,

I am excited to apply for the Freelance to Full Time Database Administrator position at Acme Corporation, which I discovered on your careers page. With a strong background in database management and a proven track record of delivering high-quality solutions, I am eager to bring my skills to your innovative team and contribute to your data-driven projects.

In my previous role as a freelance database administrator, I successfully managed a portfolio of clients, optimizing their database systems for performance and reliability. One notable achievement was implementing a data migration strategy for a retail client that resulted in a 30% reduction in query response times. This not only improved user satisfaction but also significantly enhanced operational efficiency. Additionally, I developed a backup and recovery plan that safeguarded critical data, ensuring business continuity and reinforcing client trust in our services.

Furthermore, I spearheaded a project for a healthcare organization that involved redesigning their database architecture. This initiative led to a 25% improvement in data retrieval times and enabled the seamless integration of new applications, which ultimately supported their growth and compliance with industry regulations. My ability to analyze complex data requirements and translate them into effective technical solutions has consistently resulted in successful outcomes for my clients.

I am enthusiastic about the opportunity to discuss how my freelance experience has equipped me with a unique perspective and a diverse skill set that can greatly benefit Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and discussing my candidacy further.

Sincerely,

Jordan Smith