

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Executive Assistant

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Executive Assistant position at Acme Corporation, which I found listed on LinkedIn. With over five years of experience providing high-level administrative support in fast-paced environments, I am confident in my ability to contribute effectively to your team and help streamline operations at Acme Corporation.

In my previous role as a freelance executive assistant for a tech startup, I successfully managed the calendars of three C-suite executives, ensuring efficient scheduling and prioritization of tasks. I implemented a digital filing system that improved document retrieval times by 30%, which greatly enhanced productivity within the office. Additionally, I played a key role in organizing a company-wide conference that brought together over 200 participants. My meticulous attention to detail and strong project management skills resulted in a seamless event that received exceptional feedback from attendees.

I am eager to bring my passion for organization and efficiency to Acme Corporation. The prospect of transitioning from a freelance role to a full-time position excites me, as it would allow me to fully immerse myself in your company's culture and contribute to long-term goals. I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,

Jordan Smith