

# Jordan E. Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Financial Examiner

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Financial Examiner position at Acme Corporation, which I discovered on LinkedIn. With a robust background in financial analysis and compliance, coupled with my freelance experience, I am eager to contribute my expertise to your esteemed organization. Acme's commitment to integrity and transparency in financial practices resonates with my professional values, and I am enthusiastic about the opportunity to join your team.

During my time as a freelance financial examiner, I successfully conducted over 30 in-depth financial audits for small to medium-sized enterprises, identifying discrepancies and areas for improvement that resulted in an average cost savings of 15% for my clients. One notable project involved a comprehensive review of an e-commerce startup's financial practices, where my analysis uncovered significant tax compliance issues. By implementing corrective measures based on my findings, the client avoided potential penalties and optimized their tax obligations, demonstrating my ability to deliver actionable insights that benefit the bottom line.

In addition, I developed a set of financial reporting templates that streamlined data collection and analysis processes, reducing the time spent on compiling reports by 25%. This initiative not only improved efficiency but also enhanced the accuracy of financial forecasting for my clients, enabling them to make informed strategic decisions. My proven track record in delivering high-quality financial examinations and improving financial processes positions me as a strong candidate for this role.

I am eager to discuss how my skills and experiences align with the needs of Acme Corporation and how I can contribute to your financial examination team. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan E. Thompson