

Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Financial Planning Analyst

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Financial Planning Analyst position at Acme Corporation, which I discovered on LinkedIn. With a comprehensive background in financial analysis and planning, coupled with my recent freelance experience, I am eager to contribute to your team and help drive strategic financial decisions that support your company's growth objectives.

During my time as a freelance analyst, I successfully collaborated with several small to mid-sized businesses to create tailored financial plans that improved their forecasting accuracy by an average of 30%. One notable project involved developing a multi-year financial model for a startup in the tech sector, which resulted in securing \$500,000 in funding from investors. Additionally, I implemented a budgeting strategy for a retail client that reduced operational costs by 15% while maintaining service quality, showcasing my ability to blend analytical skills with actionable insights.

I am particularly drawn to this role at Acme Corporation because of your commitment to innovative financial solutions and client success. I believe my proactive approach and strong analytical capabilities will align well with your team's goals. I am looking forward to the opportunity to discuss how my freelance experience can transition seamlessly into a full-time role within your esteemed organization. Thank you for considering my application; I am eager to further discuss how I can contribute to Acme Corporation's financial planning initiatives.

Sincerely,

Jordan Smith