

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Government Analyst

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Government Analyst position at Acme Corporation, as advertised on your careers page. With a solid background in data analysis and policy research, I am excited about the opportunity to contribute my skills in a full-time capacity to support your team's objectives in government initiatives.

During my freelance work with various governmental agencies, I successfully led a project that involved analyzing trends in public health data, which resulted in actionable recommendations that were subsequently adopted in state policy. This experience honed my ability to synthesize complex data sets and present findings to diverse stakeholders. Additionally, I played a pivotal role in developing a comprehensive budget impact analysis for a major city's transportation project, which not only improved funding allocations but also enhanced community engagement by over 30% in public consultations.

I am particularly drawn to Acme Corporation due to its commitment to data-driven decision-making and its focus on innovative solutions in government policy. I believe that my proactive approach and proven track record of delivering insightful analyses will align well with your goals. I am eager to bring my experience in using advanced analytical tools and my passion for public service to your esteemed team.

I would love the opportunity to discuss how my background, skills, and enthusiasms can contribute to the success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

Jordan A. Mitchell