

Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Hr Director

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time HR Director position at Acme Corporation, as advertised on LinkedIn. With over eight years of experience in human resources, specifically in talent acquisition and organizational development, I am eager to bring my expertise to your team and contribute to Acme's continued success in fostering a dynamic workplace culture.

During my time as a freelance HR consultant, I successfully led a project for a mid-sized tech startup where I developed and implemented a comprehensive recruitment strategy that increased the candidate pool by 40% within three months. By leveraging innovative sourcing techniques and optimizing the interview process, I enabled the company to fill critical positions more quickly, which resulted in a 25% increase in overall productivity. Furthermore, I facilitated a leadership training program that enhanced managerial skills among 50 mid-level managers, leading to a noticeable improvement in employee engagement scores.

I am particularly drawn to the opportunity at Acme Corporation because of your commitment to employee development and your focus on building a diverse workforce. I am enthusiastic about the prospect of working collaboratively with your team to design HR strategies that align with your company's goals. I believe my background in both freelance consulting and full-time HR roles uniquely positions me to understand and bridge the gap between immediate project needs and long-term organizational objectives.

I would welcome the opportunity to discuss how my skills and experiences align with the needs of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed team.

Sincerely,

Jordan Smith