

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time It Director

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time IT Director position at Acme Corporation, which I discovered on LinkedIn. With over a decade of experience in IT leadership and a proven track record of driving technological advancements, I am eager to bring my expertise to your team and contribute to Acme's ongoing success.

During my freelance career, I successfully managed various complex IT projects, including a cloud migration for a mid-sized retail company that resulted in a 25% reduction in operational costs. My role involved not only executing the technical aspects but also liaising with stakeholders to ensure alignment and satisfaction. Additionally, I implemented a comprehensive cybersecurity strategy for a financial services client, which led to a 40% decrease in security incidents over a year. These experiences have honed my ability to lead teams through change, prioritize initiatives, and deliver results under pressure.

I am particularly drawn to Acme Corporation because of its commitment to innovation and excellence in the IT sector. I believe that my strategic vision and hands-on experience can help further elevate your technological capabilities. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your IT department. Thank you for considering my application, and I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan Smith