

Jordan M. Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time It Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time IT Manager position at Acme Corporation, which I discovered on your company website. With over six years of experience in IT project management and a proven track record of delivering results for diverse clients, I am eager to bring my expertise to Acme and contribute to your innovative projects.

During my freelance career, I successfully led a project for a mid-sized e-commerce company that involved a complete IT infrastructure overhaul. By implementing a cloud-based solution, we increased operational efficiency by 40% while reducing costs by 25% through streamlined processes and enhanced security measures. Additionally, I managed a small team to develop and deploy a custom CRM system for a healthcare client, which improved client interaction tracking and significantly reduced response times by 60%. These experiences have equipped me with the skills to effectively manage teams, evaluate system performance, and drive strategic initiatives that align with business goals.

I am particularly impressed by Acme Corporation's commitment to innovation and quality service, and I believe my proactive approach to IT management would align well with your organizational values. I would love the opportunity to discuss how my background, skills, and enthusiasms match the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme's success.

Sincerely,

Jordan M. Smith