

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Lab Technician

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Lab Technician position at Acme Corporation, which I discovered on your careers page. With a solid background in laboratory practices and a passion for scientific inquiry, I am eager to bring my expertise to your esteemed team and contribute to cutting-edge research and innovation.

During my freelance work with various biotech firms, I successfully optimized a chromatography process that led to a 20% increase in sample throughput. This achievement not only enhanced operational efficiency but also reduced costs significantly for my clients. Additionally, I collaborated closely with a multi-disciplinary team to implement a new quality control protocol that decreased error rates by 15%. These experiences honed my technical skills and demonstrated my ability to adapt quickly to different laboratory environments while maintaining high standards of accuracy and safety.

I am particularly drawn to Acme Corporation's commitment to advancing scientific research and its collaborative work culture. I am keen to leverage my experience in laboratory techniques, data analysis, and equipment maintenance to support your team's objectives. I would love the opportunity to discuss how my skills align with the needs of your lab and contribute to your ongoing success. Thank you for considering my application, and I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Smith