

Jordan T. Matthews

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Machine Operator

Dear Hiring Manager,

I am excited to submit my application for the Freelance To Full Time Machine Operator position at Acme Corporation, as advertised on your careers page. With over five years of hands-on experience in machine operation and a strong commitment to safety and efficiency, I am eager to bring my skills to your team and contribute to your continued success.

During my time as a freelance machine operator, I successfully managed multiple projects where I not only operated heavy machinery but also optimized production processes. For instance, at XYZ Manufacturing, I implemented a new scheduling system that reduced downtime by 15%, resulting in a significant increase in overall productivity. Additionally, my proficiency in troubleshooting machinery led to a 20% decrease in maintenance costs, as I was able to identify and resolve potential issues before they escalated. My ability to adapt quickly to new environments and technologies has been a key asset in my freelance work, allowing me to deliver high-quality results under tight deadlines.

I am particularly drawn to Acme Corporation's reputation for innovation and quality in the manufacturing sector. I am confident that my background in machine operation, coupled with my proactive approach to problem-solving, aligns well with your company's objectives. I am eager to discuss how my experience can contribute to the success of your operations and help drive efficiencies within your team.

Thank you for considering my application. I look forward to the opportunity to discuss my qualifications further and explore how I can be a valuable member of Acme Corporation as a full-time machine operator.

Sincerely,

Jordan T. Matthews