

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Meter Reader

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Meter Reader position at Acme Corporation, which I discovered through your company's careers page. With a strong background in utility meter reading and a proven track record in data accuracy and customer service, I am eager to bring my skills to your dynamic team and contribute to your commitment to excellence in service delivery.

During my time as a freelance meter reader, I successfully managed my schedule to effectively cover large geographical areas, resulting in a 25% increase in my productivity over time. I developed a keen eye for detail which enabled me to identify discrepancies in meter readings and resolve them before they impacted billing cycles. Additionally, my excellent communication skills allowed me to build rapport with customers, leading to a 15% increase in customer satisfaction ratings in my previous assignments. I am particularly proud of a project where I collaborated with local utility providers to streamline the meter reading process, reducing time spent on-site by an average of 20% while maintaining data integrity.

I am enthusiastic about the opportunity to transition from freelance work to a full-time role at Acme Corporation, where I can leverage my experience to further enhance operational efficiency and customer satisfaction. I would welcome the chance to discuss how my background, skills, and accomplishments align with the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation's success.

Sincerely,

Jordan Thompson