

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Office Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Office Manager position at Acme Corporation, which I discovered on LinkedIn. With my extensive background in office management and a proven track record of enhancing operational efficiency, I am confident in my ability to contribute significantly to your team.

During my time as a freelance office manager for various small businesses, I successfully implemented a comprehensive filing system that reduced document retrieval time by over 40%. This initiative not only improved overall productivity but also enhanced the team's ability to collaborate effectively. Additionally, I managed vendor relationships and streamlined procurement processes, which resulted in a 30% reduction in office supply costs without compromising quality. These experiences have equipped me with the skills to oversee daily operations and support the dynamic needs of a growing company like Acme Corporation.

I am particularly drawn to this position because of Acme Corporation's commitment to innovation and efficiency. I am eager to bring my background in project management and organizational development to your team. I look forward to the possibility of discussing how my proactive approach and attention to detail can contribute to the ongoing success of your operations.

Thank you for considering my application. I am looking forward to the opportunity to discuss my candidacy further and explore how I can add value to Acme Corporation as a full-time Office Manager.

Sincerely,

Jordan Taylor