

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Patient Care Coordinator

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Patient Care Coordinator position at Acme Corporation, which I discovered on your careers page. With a strong background in patient care coordination and a proven track record of enhancing patient experiences, I am eager to bring my expertise and passion for healthcare to your team.

In my previous role as a freelance Patient Care Coordinator, I successfully managed care for over 150 patients, ensuring that each received personalized attention and support throughout their treatment journey. By implementing a streamlined communication system between patients and healthcare providers, I improved appointment adherence rates by 30%, ultimately contributing to better health outcomes. Additionally, I initiated a feedback loop with patients and their families, which led to the development of new patient resources, increasing satisfaction scores by 25% in just six months.

I am particularly drawn to this opportunity at Acme Corporation because of your commitment to innovative patient care solutions. I admire your focus on enhancing patient engagement and am motivated by the idea of contributing to such impactful projects. I welcome the chance to discuss in further detail how my freelance experience has prepared me for a full-time role where I can continue to make a meaningful difference in patient care. Thank you for considering my application.

Sincerely,

Jordan Smith