

Jordan Ellis

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Acme Corporation

RE: Freelance To Full Time Portfolio Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Portfolio Manager position at Acme Corporation, which I discovered on LinkedIn. With a proven track record in portfolio management and a strong commitment to delivering results, I am eager to bring my expertise to your dynamic team and contribute to Acme's continued success.

In my recent freelance role, I managed a portfolio valued at over \$5 million, achieving a 15% annual return for my clients through strategic asset allocation and risk management. One notable project involved restructuring a client's investment strategy during a volatile market period, where I identified underperforming assets and reallocated funds into high-growth sectors, ultimately increasing their portfolio's overall performance by 20% within a year. Additionally, I successfully launched a quarterly market analysis report that not only enhanced client communication but also resulted in a 30% increase in client retention rates over six months.

I am particularly impressed by Acme Corporation's commitment to innovation and excellence in portfolio management, and I am eager to explore how my skills in financial analysis and client relationship management can align with your goals. I would love the opportunity to discuss my experiences in more detail and explore how I can contribute to your team as a full-time Portfolio Manager. Thank you for considering my application; I look forward to the possibility of working together.

Sincerely,

Jordan Ellis