

# Jordan M. Reynolds

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Process Engineer

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Process Engineer position at Acme Corporation, which I discovered on LinkedIn. With a strong background in process engineering and a proven track record of delivering efficient solutions, I am eager to bring my expertise to your innovative team. Acme's commitment to sustainable practices and cutting-edge technology resonates with my professional values and goals.

During my freelance tenure, I successfully led a project for a mid-sized manufacturing firm, where I implemented process improvements that resulted in a 20% reduction in production costs. By utilizing Lean Six Sigma methodologies, I conducted thorough analyses of existing workflows and identified key bottlenecks. The changes I proposed not only enhanced productivity but also improved product quality, ultimately resulting in a significant increase in customer satisfaction. Additionally, I collaborated with cross-functional teams to design and execute a new quality assurance protocol that decreased defect rates by 15%, showcasing my ability to drive change and foster collaboration.

I am particularly impressed by Acme Corporation's recent initiatives in process optimization and sustainability, and I am enthusiastic about the opportunity to contribute to these efforts. I believe that my experience in streamlining operations and my strong analytical skills would be an asset to your team. I would welcome the chance to discuss how my background and achievements align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan M. Reynolds