

Jordan O'Reilly

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Production Manager

Dear Hiring Manager,

I am thrilled to apply for the Freelance To Full Time Production Manager position at Acme Corporation, which I discovered on LinkedIn. With over five years of experience in production management and a strong track record of optimizing workflows, I am excited about the opportunity to contribute to your team and help elevate your projects to new heights.

In my recent freelance role with a leading entertainment company, I successfully managed the production schedule for a major feature film, which entailed coordinating with multiple departments and stakeholders. Through meticulous planning and resource allocation, I improved on-time delivery by 30%, significantly enhancing the overall project efficiency. Additionally, I was instrumental in implementing a new project management software that streamlined communication among crew members, resulting in a 25% reduction in production delays. This hands-on experience has equipped me with the skills necessary to manage complex production tasks and ensure seamless execution within budget.

I am particularly drawn to Acme Corporation's commitment to innovation and quality in production. I believe my proactive approach and problem-solving skills will align well with your team's vision. I would love the opportunity to discuss how my background, skills, and enthusiasms for production management can contribute to your ongoing success. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

Jordan O'Reilly