

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Project Engineer

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Project Engineer position at Acme Corporation, which I discovered on your careers page. With a robust background in engineering project management and a proven track record of delivering projects on time and within budget, I am eager to bring my skills and experience to your esteemed company.

In my most recent freelance role, I successfully led a cross-functional team on a \$1.5 million infrastructure project for a major client, where I implemented innovative project management techniques that increased efficiency by 20%. My ability to coordinate multiple stakeholders and streamline processes resulted in the project being completed two weeks ahead of schedule, saving the client significant costs. Furthermore, during a previous contract with a tech startup, I played a crucial role in the development and deployment of a new software tool that enhanced operational workflows, leading to a 30% increase in productivity across the engineering department.

I am particularly drawn to this position at Acme Corporation due to your commitment to innovation and excellence in engineering solutions. I am eager to contribute my freelance experience and collaborative approach to enhance your project teams. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan A. Mitchell