

Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Recruiter

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Recruiter position at Acme Corporation, as advertised on LinkedIn. With a proven track record in talent acquisition and a passion for connecting exceptional candidates with their ideal roles, I am eager to bring my skills and experience to your dynamic team.

In my recent freelance role, I successfully placed over 50 professionals across various industries, from tech startups to established corporations. One particularly rewarding project involved partnering with a rapidly growing software development firm, where I identified and recruited a team of five senior developers in under three months. By leveraging innovative sourcing strategies and maintaining strong relationships with candidates, I was able to significantly reduce their time-to-hire and enhance their team's capabilities.

Additionally, I implemented a streamlined recruitment process for a client in the healthcare sector, which involved enhancing their employer branding and candidate experience. This initiative led to a 40% increase in qualified applicants and a 25% improvement in the overall hiring timeline. My ability to analyze recruitment metrics has allowed me to continually refine strategies, ensuring alignment with company goals and candidate needs.

I am enthusiastic about the opportunity to transition from freelance to a full-time role at Acme Corporation, where I can contribute to your recruitment efforts with a strategic mindset and a commitment to excellence. I would love to discuss how my background fits with your team's objectives and explore the potential for contributing to your success. Thank you for considering my application.

Sincerely,

Jordan Smith