

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Sharepoint Developer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Sharepoint Developer position at Acme Corporation, which I discovered on your careers page. With over five years of experience developing and customizing SharePoint solutions, I am excited about the opportunity to contribute my skills to your team and help drive innovative projects at Acme Corporation.

During my freelance career, I successfully led the development and implementation of a SharePoint-based document management system for a mid-sized law firm. This project not only streamlined their workflow but also reduced document retrieval time by 40%, significantly enhancing productivity. Additionally, I created a custom SharePoint site for a non-profit organization that enabled them to manage their fundraising events more effectively, resulting in a 30% increase in donations over the last year. These experiences have honed my ability to deliver tailored SharePoint solutions that align with business goals and user needs.

I am particularly drawn to Acme Corporation because of your commitment to leveraging technology for organizational efficiency. I am eager to bring my expertise in SharePoint development and my passion for creating user-friendly solutions to your team. I would love the chance to discuss how my background and skills can contribute to the exciting projects at Acme. Thank you for considering my application; I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Taylor