

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Talent Acquisition Specialist

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Talent Acquisition Specialist position at Acme Corporation, as advertised on LinkedIn. With a strong background in talent acquisition and a proven track record in successfully recruiting top-tier candidates, I am eager to contribute my expertise to your team and help drive the growth of Acme Corporation.

During my time as a freelance recruiter, I successfully placed over 50 professionals across various industries within a six-month period, focusing on roles in technology and marketing. One of my key achievements was partnering with a tech startup to develop a targeted recruitment strategy that resulted in a 40% reduction in time-to-fill for critical roles. By leveraging social media and innovative sourcing techniques, I not only enhanced the candidate pool but also improved the overall quality of hires, which contributed to a significant increase in the company's retention rate.

Furthermore, I spearheaded a project for a mid-sized marketing agency that involved revamping their onboarding process. This initiative led to a 30% increase in new hire satisfaction scores, as measured by follow-up surveys. My ability to build relationships with stakeholders and understand the unique needs of each organization allowed me to tailor my approach and deliver results that align with business objectives.

I am genuinely interested in the opportunity to bring my freelance experience into a full-time role at Acme Corporation. I am looking forward to the possibility of discussing how my skills and achievements can contribute to your team. Thank you for considering my application.

Sincerely,

Jordan Mitchell