

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Tax Accountant

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Tax Accountant position at Acme Corporation, as advertised on LinkedIn. With a solid background in accounting and a proven track record of managing diverse tax portfolios, I am eager to bring my expertise to your esteemed company and contribute to your financial success.

Over the past five years, I have successfully managed tax preparations for over 150 clients, ranging from small businesses to high-net-worth individuals. In one notable instance, I implemented a strategic tax planning initiative that resulted in an average tax savings of 20% for my clients. Additionally, my recent project for a local non-profit organization involved restructuring their financial reporting, which not only streamlined their compliance process but also enhanced their eligibility for state grants by demonstrating better financial oversight. These experiences have honed my skills in tax law, compliance, and client relationship management, making me well-suited for a full-time role at Acme Corporation.

I am impressed by Acme Corporation's commitment to excellence and innovation in tax accounting, and I am eager to bring my freelance experience into a full-time capacity within your team. I would love the opportunity to discuss how my background and skills can help Acme Corporation achieve its financial goals. Thank you for considering my application, and I look forward to the possibility of contributing to your company.

Sincerely,

Jordan Smith