

Jordan A. Fields

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Tax Preparer

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Tax Preparer position at Acme Corporation, as advertised on your company website. With over five years of experience in tax preparation and a strong commitment to delivering accurate and timely services, I believe my skills and background make me an ideal fit for this role.

In my previous freelance work, I successfully managed tax filings for over 100 clients, including individuals and small businesses. One particularly rewarding achievement was helping a small business navigate complex tax regulations, resulting in a \$15,000 refund after identifying overlooked deductions. Additionally, I streamlined my processes by implementing a client management system that improved my efficiency by 30%, allowing me to take on more clients while maintaining high-quality service.

I am particularly drawn to this position at Acme Corporation because of your commitment to providing personalized and comprehensive tax solutions. I am confident that my proactive approach and dedication to client education will align well with your team's goals. I would welcome the opportunity to discuss how my experience and vision can contribute to the continued success of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan A. Fields