

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Telecommunications Technician

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Telecommunications Technician position at Acme Corporation, which I discovered on LinkedIn. With over five years of hands-on experience in telecommunications installation and maintenance, I am eager to bring my skills to your innovative team and contribute to your mission of delivering exceptional connectivity solutions.

In my previous freelance role, I successfully completed over 50 telecommunications projects, including the installation and troubleshooting of fiber optic networks for small to medium-sized businesses. One notable achievement was a project for a local healthcare provider, where I streamlined their communications infrastructure, resulting in a 30% increase in network efficiency and a significant reduction in downtime. Additionally, I collaborated closely with clients to assess their needs and provide tailored solutions, which not only enhanced customer satisfaction but also led to a 90% client retention rate over two years.

I also have a solid background in training and mentoring junior technicians. At my last freelance assignment, I developed a training program that improved the onboarding process for new hires, significantly reducing their learning curve and enabling them to contribute to projects within weeks rather than months. I believe that my ability to lead and share knowledge aligns with Acme Corporation's commitment to professional development and excellence in service delivery.

I am eager to discuss how my experience and dedication can contribute to the continued success of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan Smith