

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Training Coordinator

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Training Coordinator position at Acme Corporation, which I discovered on LinkedIn. With a strong background in training and development and a passion for enhancing employee skills, I believe my experience aligns well with the goals of your team. Acme's commitment to employee growth resonates with my professional values, and I am eager to contribute to your organization in a full-time capacity.

In my previous role as a freelance training consultant, I successfully designed and implemented training programs for diverse clients, resulting in a 30% improvement in employee performance metrics. One notable project involved creating an onboarding program for a tech startup, where I streamlined the orientation process, leading to a 25% reduction in ramp-up time for new hires. Additionally, I developed an interactive e-learning module that enhanced engagement and retention rates among participants by 40%, demonstrating my ability to leverage technology for effective training solutions.

I am particularly drawn to this position at Acme Corporation because of your innovative approach to training and employee development. I am eager to bring my expertise in curriculum design and program evaluation to your organization, ensuring that training initiatives not only meet but exceed the expectations of both management and employees. I would love the opportunity to further discuss how my skills and experiences align with the needs of your team, and I appreciate your consideration of my application. Thank you for the opportunity.

Sincerely,

Jordan Taylor