

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Training Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Training Manager position at Acme Corporation, as advertised on LinkedIn. With over five years of experience in designing and implementing training programs across various industries, I am eager to bring my expertise in adult learning principles and program management to your dynamic team. The opportunity to contribute to Acme Corporation's mission of fostering employee development greatly resonates with my professional goals and passion for training excellence.

During my freelance career, I successfully developed a comprehensive training curriculum for a major tech client, resulting in a 30% increase in employee productivity in just three months. By utilizing a blended learning approach that incorporated both e-learning modules and in-person workshops, I was able to tailor the training to meet the diverse needs of the workforce. Additionally, I led a project that focused on upskilling employees in leadership roles, which not only enhanced their performance but also improved team cohesion and morale, as evidenced by the positive feedback from participants. My ability to adapt training methodologies and create engaging content has consistently yielded measurable results.

I am particularly impressed by Acme Corporation's commitment to continuous improvement and innovation in employee training. I am eager to leverage my skills in instructional design and my experience in managing cross-functional teams to enhance your training initiatives further. I would welcome the opportunity to discuss how my background and vision align with the goals of your organization. Thank you for considering my application; I look forward to the possibility of contributing to the growth and success of Acme Corporation.

Sincerely,

Jordan Mitchell