

Jordan A. Miller

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Training Specialist

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Training Specialist position at Acme Corporation, which I discovered on LinkedIn. With over five years of experience in developing and delivering training programs across various industries, I am eager to bring my expertise and passion for education to your esteemed organization.

In my recent freelance role, I successfully created a comprehensive onboarding program for a tech start-up that reduced the training time by 30% while improving new hire retention rates by 25%. This achievement was a result of my collaborative approach, working closely with subject matter experts to ensure the training content was not only informative but engaging. Additionally, I led a project for a healthcare company where I designed an interactive e-learning module that increased employee compliance with safety procedures by 40%, demonstrating my ability to create impactful learning experiences that drive results.

I am particularly drawn to Acme Corporation due to its commitment to innovation in employee development. I am confident that my background in instructional design and my ability to adapt training solutions to meet the unique needs of diverse teams would make me a valuable asset to your organization. I would love the opportunity to discuss how my skills and experiences align with Acme's goals and how I can contribute to the ongoing success of your training initiatives.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you further.

Sincerely,

Jordan A. Miller