

# Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Utility Worker

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Utility Worker position at Acme Corporation, which I found on your careers page. With a diverse background in utility services and a proven track record of delivering high-quality work in dynamic environments, I am eager to bring my skills to your team and contribute to your operational success.

In my previous role as a freelance utility technician, I successfully managed multiple projects simultaneously, leading to a 30% improvement in service efficiency. For example, I implemented a streamlined process for the inspection and maintenance of electrical systems, which reduced downtime and enhanced safety protocols. Additionally, I collaborated closely with local contractors to facilitate seamless utility installations, ensuring adherence to industry standards while fostering strong working relationships. My commitment to excellence has consistently resulted in positive feedback from clients and stakeholders.

I am particularly drawn to Acme Corporation due to your reputation for innovation and quality service in the utility sector. I am keen to bring my strong work ethic and problem-solving abilities to your organization. I am confident that my freelance experience has equipped me with the adaptability and resourcefulness needed to thrive in a full-time role.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Mitchell