

[Your Full Name]

[Your Address]

[Your Phone Number]

[Your Email]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

RE: Application for [Job Title] position

Dear [Hiring Manager Name],

I am writing to formally express my interest in the [Job Title] position at [Company Name]. Having served as an independent contractor for your [Department/Team Name] since [Start Date], I have developed a deep understanding of the company's workflows, goals, and culture. I am now eager to transition into a permanent role where I can contribute to the long-term success of the organization.

During my tenure as a contractor, I have successfully delivered [Specific Project or Key Deliverable] and collaborated closely with the team to [Specific Achievement or Goal]. This experience has provided me with unique insights into the challenges and opportunities facing the [Department Name] department. My familiarity with your internal systems and established rapport with the team will allow me to transition seamlessly into this full-time capacity with zero learning curve.

I am particularly drawn to a permanent position at [Company Name] because [Reason for wanting to stay permanently, e.g., commitment to the mission, desire for deeper project ownership]. I am confident that my background as an independent contractor, combined with my [Number] years of experience in [Industry/Field], makes me an ideal candidate for this role.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how I can continue to support [Company Name] as a permanent member of the team.

Sincerely,

[Your Signature]

[Your Printed Name]