

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile] | [Portfolio/Website Link]

[City, State, Zip Code]

[Current Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

Re: Application for [Job Title] (Ref: [Job ID #])

I am writing to formally express my interest in the [Job Title] position at [Company Name]. Having operated as an independent [Professional Role/Consultant] for the past [Number] years, I have developed a robust suite of technical and operational skills. I am now eager to transition my expertise into a collaborative corporate environment where I can contribute to [Company Name]'s long-term objectives.

Throughout my tenure as a self-employed professional, I successfully managed all aspects of [Industry/Niche], including [Key Skill 1], [Key Skill 2], and [Key Skill 3]. This experience required a high degree of self-motivation, strategic planning, and direct accountability for results. Notable achievements from my independent practice include:

- [Achievement 1: e.g., Scaled client base by X% or delivered X project under budget]
- [Achievement 2: e.g., Developed a proprietary process for X that increased efficiency]
- [Achievement 3: e.g., Managed multi-disciplinary stakeholders across various industries]

While I have enjoyed the autonomy of self-employment, I am seeking a move to [Company Name] because of your reputation for [specific company value or project]. I am particularly drawn to the opportunity to apply my problem-solving abilities and entrepreneurial mindset within your structured [Department Name] team. My background in managing full project lifecycles and client relations has prepared me to hit the ground running and provide immediate value to your organization.

I have enclosed my resume, which provides further detail on my professional background and technical proficiencies. I look forward to the possibility of discussing how my unique perspective as a former business owner can benefit the [Company Name] team.

Sincerely,

[Your Signature]

[Your Printed Name]