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| **robert smith**  **Freelancer** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

As a highly experienced and reliable Freelancer, I am confident that my skills would qualify for your requirement of a Freelancer. Therefore, I am submitting this letter with all the facets of my project management skills.

Please go through the below highlights of my freelancing background:

* Healthy interaction with prospective clients to understand work specifications.
* Presenting the previous work samples to the clients that are similar in nature.
* Negotiate with clients over the project budget.
* Complete the work assignments in a prescribed format.
* Ensure that the deadline is not breached.
* Edit submitted assignments in case of errors.

I believe that I can surpass your expectations as my strengths lie in self-promotion, business development, project budgeting and client servicing. I have extensive experience in marketing communications, social media advertising, visual branding and copywriting to a wide range of clients.

Thank you for reviewing my portfolio and for considering me as a potential Freelancer for your project. I am submitting my resume to offer further detail about my academic records and previous work achievements. I am hoping to have a detailed conversation about what I can bring to the table once hired.

Best Regards,

[Your Name]