

# Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Arbitrator

Dear Hiring Manager,

I am excited to apply for the Arbitrator position at Acme Corporation as advertised on your careers page. With over eight years of experience in dispute resolution and a strong track record of fair and impartial decision-making, I am confident in my ability to contribute positively to your organization and assist in resolving conflicts effectively.

In my previous role as a Senior Mediator with the State Mediation Board, I successfully facilitated over 150 mediation sessions, achieving a resolution rate of 85% in complex cases involving labor disputes and contractual agreements. One notable case involved a high-stakes negotiation between two major companies that had reached an impasse. Through careful analysis of the issues and active listening, I was able to guide both parties towards a mutually beneficial agreement, ultimately saving them from lengthy litigation and promoting long-term collaboration.

Additionally, I have honed my skills in legal analysis and conflict management through my certification as a Professional Arbitrator. This has equipped me with a deep understanding of arbitration laws and best practices. My commitment to remaining impartial and my dedication to maintaining the highest ethical standards have allowed me to build a reputation as a respected facilitator in the field. I am eager to bring these skills to Acme Corporation, where I can contribute to creating a culture of resolution and cooperation.

I would welcome the opportunity to discuss how my experience aligns with the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation as an Arbitrator.

Sincerely,

Jordan A. Smith