

Jordan M. Reynolds

January 16, 2026

Acme Corporation

RE: Career Change Contract Attorney

Dear Hiring Manager,

I am excited to apply for the Career Change Contract Attorney position at Acme Corporation, as advertised on your company's careers page. With a background in corporate compliance and a passion for legal practice, I believe my skills and experience align perfectly with the requirements of this role. I am eager to contribute my unique perspective to your team and support Acme Corporation's strategic objectives.

In my previous role as a Compliance Manager at XYZ Industries, I successfully led a project to streamline contract review processes, reducing turnaround time by 30%. This achievement not only enhanced operational efficiency but also ensured that our contracts accurately reflected legal requirements and protected the company's interests. Additionally, I was instrumental in developing training programs for junior staff that increased their understanding of contract law, which in turn improved the entire team's ability to identify potential legal issues early in negotiations. My analytical skills and attention to detail have always driven me to ensure that every contract meets the highest legal and ethical standards.

I am particularly drawn to Acme Corporation because of its commitment to innovation and integrity in the legal field. I am enthusiastic about the possibility of working with a dynamic team that values forward-thinking solutions. I would welcome the opportunity to discuss how my background in compliance and my dedication to exceptional legal practices can bring value to your organization. Thank you for considering my application, and I look forward to the possibility of discussing this exciting opportunity with you further.

Sincerely,

Jordan M. Reynolds