

# Jordan Taylor

January 16, 2026

Acme Corporation  
RE: Contract Attorney

Dear Hiring Manager,

I am writing to express my enthusiasm for the Contract Attorney position at Acme Corporation, as advertised on LinkedIn. With a robust background in contract law and a keen eye for detail, I am excited about the opportunity to contribute to your team and support your organization's legal needs.

In my previous role at Global Solutions LLC, I managed a portfolio of over 200 contracts, ensuring compliance with legal standards and company policies. One of my key achievements was leading a comprehensive review of vendor agreements that resulted in a 15% reduction in costs through renegotiation and streamlined terms. Additionally, I successfully implemented a contract management system that improved tracking and reporting efficiency by 30%, significantly enhancing the legal department's productivity.

I am particularly drawn to this position at Acme Corporation because of your commitment to innovation and excellence in the industry. I believe my proactive approach and dedication to fostering strong client relationships would be an asset to your legal team. I am eager to bring my expertise in drafting, negotiating, and managing contracts to support Acme's strategic objectives.

I welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation in the Contract Attorney role.

Sincerely,

Jordan Taylor