

Jordan A. McAllister

January 16, 2026

Acme Corporation
RE: Corporate Lawyer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Corporate Lawyer position at Acme Corporation, as advertised on your careers page. With a robust background in corporate law and a track record of successfully navigating complex legal landscapes, I am excited about the opportunity to contribute to your esteemed organization.

In my previous role at Smith & Associates, I played a pivotal role in negotiating and finalizing a \$50 million merger between two technology firms. This experience honed my skills in due diligence and contract negotiation, ensuring compliance with regulatory standards while aligning the interests of both parties. Additionally, I successfully led a team that revamped our client's corporate governance framework, resulting in a 30% reduction in compliance-related incidents over two years, which enhanced the company's operational efficiency and reduced legal exposure significantly.

I am particularly drawn to Acme Corporation due to its commitment to innovation and integrity in the corporate sector. I am eager to bring my expertise in corporate transactions and risk management to your team, ensuring that your legal strategies align with Acme's business objectives while safeguarding its interests. I believe my proactive approach and attention to detail will be an asset in supporting Acme's growth and legal compliance.

I am looking forward to the opportunity to discuss how my skills and experiences align with the goals of Acme Corporation. Thank you for considering my application; I am excited about the possibility of contributing to your team.

Sincerely,

Jordan A. McAllister