

Jordan Smith

January 16, 2026

Acme Corporation

RE: Employment Lawyer

Dear Hiring Manager,

I am excited to apply for the Employment Lawyer position at Acme Corporation, as advertised on your careers page. With a strong background in employment law and a commitment to advocating for employee rights, I believe I would be a valuable addition to your legal team. My experience in navigating complex labor disputes aligns well with the needs of your organization, and I am eager to contribute my skills to Acme Corporation.

In my previous position at Global Legal Services, I successfully negotiated a landmark settlement in a class-action lawsuit that resulted in a \$2 million recovery for affected employees. This not only demonstrated my ability to advocate for clients effectively but also showcased my skills in mediation and negotiation, which are critical in employment law. Additionally, I led a team that developed and implemented training programs on workplace harassment policies, significantly reducing incidents and fostering a more inclusive work environment. These experiences equipped me with the knowledge and tools to address a range of employment issues, from compliance to conflict resolution.

I am particularly impressed by Acme Corporation's commitment to fostering a positive workplace culture and its proactive approach to employee relations. I would be thrilled to bring my expertise in employment law to your organization, helping to navigate legal challenges while supporting your commitment to employee welfare. I welcome the opportunity to discuss how my background and skills can contribute to the success of your legal department. Thank you for considering my application.

Sincerely,

Jordan Smith