

# Jordan Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Arbitrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Arbitrator position at Acme Corporation, which I discovered on your careers page. With a background in conflict resolution and a keen interest in alternative dispute resolution methods, I am excited about the opportunity to contribute to your team and help facilitate fair and effective resolutions for your clients.

During my time at the University of Michigan, I participated in the mediation clinic where I successfully mediated several disputes between student organizations. This experience honed my skills in active listening and negotiation, allowing me to foster understanding between parties and achieve mutually agreeable outcomes. Additionally, I completed an internship with the Michigan Department of Civil Rights, where I assisted in conducting preliminary investigations into discrimination claims. This role required a strong attention to detail and the ability to analyze complex information, both of which I believe are crucial for an effective arbitrator.

I am particularly drawn to Acme Corporation due to your commitment to innovative dispute resolution practices and your impressive track record in the industry. I am eager to bring my skills in communication and mediation to your esteemed organization. I would welcome the chance to discuss how my background and aspirations align with the goals of your team. Thank you for considering my application; I look forward to the opportunity to further discuss my candidacy.

Sincerely,

Jordan Thompson