

# Jordan L. Mitchell

January 16, 2026

Acme Corporation

RE: Estate Planning Attorney

Dear Hiring Manager,

I am writing to express my enthusiasm for the Estate Planning Attorney position at Acme Corporation, as advertised on your careers page. With a strong background in estate planning and a passion for helping clients navigate their legal needs, I am excited about the opportunity to contribute to your esteemed firm.

In my previous role at Greenfield Law Group, I successfully led a team to develop comprehensive estate plans for over 200 clients, ensuring their assets were protected and their wishes honored. One notable case involved a high-net-worth individual whose complex asset structure required a tailored solution. By collaborating closely with financial advisors and tax professionals, I created a multi-faceted estate plan that not only minimized tax liabilities but also provided peace of mind to the client and their family. Additionally, I initiated workshops focused on educating clients about the importance of estate planning, which increased our client base by 30% over six months.

I am particularly drawn to this position at Acme Corporation due to your commitment to providing personalized legal services and your innovative approach to estate planning. I am eager to bring my expertise in drafting wills, trusts, and probate matters to your team and help further enhance your clients' experiences. I would love the opportunity to discuss how my skills and experiences align with the goals of Acme Corporation.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you and exploring how I can contribute to the continued success of Acme Corporation.

Sincerely,

Jordan L. Mitchell