

Jordan A. Reynolds

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Arbitrator

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Arbitrator position at Acme Corporation, which I discovered on your careers page. With over seven years of experience in dispute resolution and a strong background in both arbitration and mediation, I am eager to bring my expertise to your esteemed organization and contribute to resolving complex issues efficiently and equitably.

In my previous role as a freelance arbitrator, I successfully handled over 100 arbitration cases across various sectors, including commercial and employment disputes. One notable case involved a multi-million dollar contractual disagreement between two major corporations, where I facilitated a resolution within a tight timeframe, saving both parties from lengthy litigation. My ability to analyze complex information quickly and communicate effectively allowed me to guide the discussions toward a mutually beneficial outcome. Additionally, I have served as an advisor to local businesses on best practices in conflict resolution, which further honed my skills in negotiation and informed decision-making.

I am particularly drawn to Acme Corporation due to your commitment to innovative dispute resolution methods and your reputation for fairness and integrity. I am excited about the prospect of collaborating with your team to enhance your arbitration processes and uphold your high standards of excellence. I would love the opportunity to discuss how my background, skills, and enthusiastic approach to conflict resolution can contribute to the success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing my application further.

Sincerely,

Jordan A. Reynolds