

Jordan M. Hayes

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Contract Attorney

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Contract Attorney position at Acme Corporation, which I discovered on LinkedIn. With a robust background in contract law and a proven ability to navigate complex legal challenges, I am excited about the opportunity to contribute to your legal team and support the impressive growth that Acme Corporation has achieved in recent years.

In my previous role as a freelance attorney, I successfully negotiated and drafted over 50 contracts for various clients, including multi-million dollar agreements with technology firms. One notable achievement was my work with a startup where I identified key legal risks and implemented strategies that mitigated potential disputes, ultimately saving the company over \$200,000 in projected costs. Additionally, I provided legal guidance during a critical merger, ensuring compliance with all regulatory requirements and facilitating a smooth transition that led to a 30% increase in operational efficiency.

I am particularly drawn to this position at Acme Corporation due to your commitment to innovation and excellence in the industry. I am eager to bring my expertise in contract law and my collaborative approach to a full-time role where I can continue to support your legal operations and contribute to your strategic objectives. I look forward to the possibility of discussing how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,

Jordan M. Hayes