

Jordan A. Lee

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Corporate Counsel

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Corporate Counsel position at Acme Corporation, which I discovered on your careers page. With over five years of experience providing legal counsel to various companies and a strong background in corporate compliance and contract negotiation, I am eager to bring my expertise to your esteemed organization and contribute to your legal team.

During my time as a freelance corporate attorney, I successfully negotiated a multi-million dollar licensing agreement for a tech startup, which not only secured critical funding but also established a strategic partnership that enhanced the company's market presence. Additionally, I assisted a mid-sized manufacturing firm in navigating complex regulatory requirements, leading to the successful launch of their new product line without any legal setbacks. My ability to distill complex legal concepts into actionable business strategies has proven invaluable to my clients, and I am excited about the opportunity to leverage this skill at Acme Corporation.

I am particularly drawn to this role at Acme Corporation due to your commitment to innovation and ethical business practices. I believe that my proactive approach to legal challenges and my dedication to fostering collaborative working relationships align well with your corporate values. I would welcome the chance to discuss how my background, skills, and enthusiasms can contribute to the continued success of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan A. Lee