

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Legislative Aide

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Legislative Aide position at Acme Corporation, as advertised on LinkedIn. With a robust background in legislative research and policy analysis, I am keen to bring my skills and experiences to your team, contributing to the impactful work that Acme Corporation does in shaping public policy and community engagement.

In my previous role as a Freelance Legislative Consultant for various non-profit organizations, I successfully drafted and promoted key policy proposals that led to the passage of significant legislation at the local level. One of my notable achievements was collaborating with a coalition of stakeholders to advocate for environmental sustainability measures, which resulted in a 30% increase in community support for green initiatives. Additionally, my experience in conducting thorough legislative analysis enabled me to provide actionable insights that guided decision-making processes, ultimately enhancing the effectiveness of our advocacy efforts.

Furthermore, I am proficient in utilizing data analysis tools to identify trends and inform policy recommendations, a skill I honed while working on a project that analyzed the impact of healthcare reforms on underserved populations. This project not only received commendation from the client but also strengthened my ability to communicate complex information clearly to diverse audiences. I am confident that my blend of analytical skills and legislative expertise will be a valuable asset to Acme Corporation.

I am eager to further discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to speak with you about how I can contribute to your team as a full-time Legislative Aide.

Sincerely,

Jordan A. Mitchell