

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Litigation Attorney

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Litigation Attorney position at Acme Corporation, as advertised on LinkedIn. With over five years of experience in litigation, I am eager to bring my expertise in case management and trial preparation to your team. Acme Corporation's commitment to excellence and innovation in legal practices resonates with my professional values, and I believe my background aligns well with your needs.

During my tenure as a freelance attorney, I successfully managed a diverse caseload that included complex commercial disputes and personal injury claims. One of my key achievements was representing a prominent client in a high-stakes breach of contract case, where I developed a comprehensive litigation strategy that resulted in a favorable settlement of \$1.5 million. This experience not only honed my negotiation skills but also reinforced my ability to thrive under pressure while maintaining a focus on client objectives.

Additionally, I have a proven track record of collaborating with clients and legal teams to streamline processes and enhance communication. For instance, I implemented a new case management system for a small firm, which improved workflow efficiency by 30% and reduced turnaround times for client updates. My ability to adapt to various legal environments and leverage technology for better outcomes has consistently led to satisfied clients and successful results.

I am excited about the possibility of contributing to Acme Corporation's esteemed litigation team and would welcome the opportunity to discuss how my experiences can benefit your organization. Thank you for considering my application; I look forward to the possibility of discussing this position further.

Sincerely,

Jordan A. Mitchell