

Jordan Avery Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Mediator

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Mediator position at Acme Corporation, which I discovered on LinkedIn. With a proven track record of successfully facilitating negotiations and resolving disputes, I believe my skills and experience align perfectly with the needs of your team. The opportunity to transition from a freelance role to a full-time position within such a reputable organization truly excites me, as I am eager to contribute to your mission of fostering collaborative environments.

In my previous freelance mediation roles, I successfully mediated over 100 disputes in various sectors, including corporate, family, and community settings. One of my most notable achievements was resolving a complex multi-party negotiation for a local business consortium, where I facilitated a consensus that resulted in a 30% increase in collaborative projects among the parties involved. Additionally, I developed a comprehensive mediation training program for new mediators, which has been adopted by several professional organizations and has increased the efficiency of dispute resolutions by 25% in the workshops I conducted.

I am particularly drawn to Acme Corporation's commitment to innovative solutions in conflict resolution. I am eager to bring my expertise in mediation strategies and my passion for helping others navigate conflicts to your esteemed company. I would love the opportunity to discuss how my background, skills, and certifications can contribute to your team and help enhance your mediation services. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

Jordan Avery Thompson