

Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Tax Attorney

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Tax Attorney position at Acme Corporation, as advertised on your careers page. With a robust background in tax law and extensive experience managing complex tax issues for a diverse range of clients, I am eager to bring my expertise to your esteemed firm and contribute to its continued success.

During my time as a freelance tax attorney, I successfully represented a major technology startup in an IRS audit, resulting in a favorable settlement that saved the company over \$500,000. My ability to navigate and interpret intricate tax regulations enabled me to provide strategic advice that not only mitigated potential liabilities but also optimized their tax position. Additionally, I played a pivotal role in restructuring tax compliance processes for a mid-sized corporation, leading to a 30% reduction in their annual tax burden and streamlining their reporting procedures, which significantly improved their operational efficiency.

I am particularly drawn to Acme Corporation because of its commitment to innovative tax solutions and its reputation for excellence in client service. I am confident that my proactive approach and dedication to achieving the best outcomes for clients align perfectly with your values. I would love the opportunity to discuss how my experience as a freelance tax attorney can transition into a full-time role at your firm, where I can contribute to your team's success.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you and exploring how my skills and experiences can benefit Acme Corporation.

Sincerely,

Jordan Alexander Smith