

# Jordan A. Mitchell

January 16, 2026

Acme Corporation  
RE: General Counsel

Dear Hiring Manager,

I am writing to express my enthusiasm for the General Counsel position at Acme Corporation, which I discovered through your recent job posting on LinkedIn. With over 15 years of experience in corporate law, I am excited about the opportunity to contribute to Acme's mission of innovation and excellence. I am particularly drawn to your commitment to ethical business practices, aligning closely with my professional values.

In my previous role as Senior Counsel at TechSolutions Inc., I successfully led a team that negotiated and executed multi-million-dollar contracts with key partners, resulting in a 40% increase in revenue over two years. Additionally, I implemented a comprehensive compliance program that reduced legal risk by 30% through proactive identification and resolution of potential issues. My experience in navigating complex regulatory environments has equipped me with the skills necessary to support Acme Corporation as it continues to expand its global footprint.

I am particularly impressed by Acme's dedication to legal excellence and the integration of legal strategies into business operations. I am eager to bring my strategic perspective and leadership experience to your team, ensuring that legal considerations are firmly embedded in all aspects of the company's decision-making processes. I believe that my proactive approach and deep understanding of both legal and business frameworks will enable me to effectively support Acme's ambitious goals.

I would welcome the opportunity 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 this exciting opportunity with you.

Sincerely,

Jordan A. Mitchell