

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Lawyer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Lawyer position at Acme Corporation, as advertised on LinkedIn. With a strong background in corporate law and a passion for advocating for clients' best interests, I am excited about the opportunity to contribute to your esteemed legal team and support Acme Corporation's strategic objectives.

In my previous role at Smith & Associates, I successfully negotiated and closed multiple high-stakes contracts, resulting in a 30% increase in client portfolio value over two years. One notable achievement was leading a team that navigated a complex merger, which not only streamlined operations but also enhanced compliance with regulatory standards. My proactive approach in conducting risk assessments and drafting comprehensive legal documents has consistently minimized potential liabilities for my clients, ensuring their long-term success and stability.

Additionally, my experience in dispute resolution has equipped me with the skills necessary to manage conflicts effectively. I represented a major client in a protracted litigation case, where my strategic planning and persuasive arguments helped us reach a favorable settlement, saving the client over \$1 million in potential damages. These experiences have honed my ability to think critically and advocate effectively in high-pressure situations, qualities I believe align perfectly with the needs of Acme Corporation.

I am eager to bring my legal expertise and commitment to excellence to Acme Corporation and would love the opportunity to discuss how I can contribute to your team. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan A. Thompson