

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Legal Counsel

Dear Hiring Manager,

I am writing to express my enthusiasm for the Legal Counsel position at Acme Corporation as advertised on LinkedIn. With over seven years of experience in corporate law and a proven track record of delivering strategic legal advice, I am excited about the opportunity to contribute to your team and support Acme Corporation's commitment to innovation and compliance.

In my previous role at Global Tech Solutions, I successfully led a team that navigated complex regulatory challenges, resulting in a 25% reduction in potential legal liabilities over two years. My efforts included drafting and negotiating contracts for multi-million dollar projects, ensuring that all agreements aligned with both company goals and legal standards. Additionally, I played a pivotal role in implementing a new compliance training program that improved employee awareness and adherence to legal requirements, which ultimately safeguarded the company from potential lawsuits and penalties.

I am particularly impressed by Acme Corporation's dedication to ethical business practices and corporate responsibility. I am eager to bring my expertise in compliance and contract negotiation to your organization, further enhancing your legal framework and supporting strategic initiatives. I am looking forward to the opportunity to discuss how my background, skills, and passion for corporate law align with the goals of Acme Corporation.

Thank you for considering my application. I would welcome the chance to discuss my candidacy further and explore how I can contribute to the legal team at Acme Corporation.

Sincerely,

Jordan Lee Thompson