

# Jordan A. Mitchell

January 16, 2026

Acme Corporation  
RE: Legislative Aide

Dear Hiring Manager,

I am writing to express my enthusiasm for the Legislative Aide position at Acme Corporation, as advertised on your careers page. With a solid foundation in public policy and a passion for legislative processes, I am excited about the opportunity to contribute to your team and support the critical work of advancing meaningful policy initiatives.

In my previous role as a Policy Intern at the State Capitol, I successfully assisted in drafting legislation aimed at improving access to education for underserved communities. My research and analytical skills were instrumental in identifying key data points that helped shape the bill, which ultimately received bipartisan support and was signed into law. Additionally, I organized a series of town hall meetings to gather community feedback, ensuring that the voices of constituents were represented in the legislative process. This experience honed my ability to communicate effectively with diverse stakeholders and further fueled my commitment to public service.

Furthermore, while working with a local non-profit, I coordinated advocacy efforts that led to a 25% increase in funding for public health initiatives in our region. By developing targeted outreach strategies and collaborating with local leaders, I successfully mobilized community members to voice their support to elected officials. This initiative not only demonstrated my capacity for strategic planning and execution but also reinforced my belief in the power of grassroots advocacy in effecting change.

I am eager to bring my experience and dedication to the Legislative Aide role at Acme Corporation, where I believe I can contribute positively to your legislative objectives. I welcome the opportunity to discuss how my background and skills align with your needs. Thank you for considering my application, and I look forward to the possibility of contributing to your team.

Sincerely,

Jordan A. Mitchell