

Jordan A. Marshall

January 16, 2026

Acme Corporation

RE: Litigation Attorney

Dear Hiring Manager,

I am writing to express my enthusiasm for the Litigation Attorney position at Acme Corporation, as advertised on your careers page. With a robust background in litigation and a passion for advocating on behalf of clients, I am excited about the opportunity to contribute to your esteemed legal team. I have been following Acme Corporation's impressive work in corporate law, and I am eager to bring my expertise to such a dynamic organization.

In my previous role at Smith & Associates, I successfully managed a diverse portfolio of litigation cases, achieving a 90% success rate in trials and settlements. One of my notable achievements was leading a complex breach of contract case that resulted in a favorable \$2 million settlement for our client after extensive negotiations. My meticulous preparation and strategic litigation approach not only secured a significant financial outcome but also upheld the client's reputation in the industry. Additionally, I played a critical role in a high-stakes arbitration case where my team's innovative legal strategies and thorough research led to a landmark decision that set a precedent in our sector.

I am particularly drawn to this position at Acme Corporation because of the firm's commitment to excellence and integrity in legal representation. I believe that my proactive approach to case management and my skill in courtroom advocacy would be an asset to your team. I am keen to discuss how my background, skills, and achievements align with the goals of Acme Corporation and would welcome the opportunity for a conversation. Thank you for considering my application; I look forward to the possibility of contributing to your organization.

Sincerely,

Jordan A. Marshall