

Jordan Avery Thompson

January 16, 2026

Acme Corporation

RE: Promotion Estate Planning Attorney

Dear Hiring Manager,

I am excited to apply for the Promotion Estate Planning Attorney position at Acme Corporation, which I discovered on LegalJobs.com. With a robust background in estate planning and a passion for helping clients secure their legacies, I am eager to bring my expertise to your esteemed firm and contribute to your clients' peace of mind in their estate management.

In my previous role as an Estate Planning Associate at Bright Future Law, I successfully guided over 100 clients through the creation of comprehensive estate plans, including wills, trusts, and advanced directives. My collaborative approach not only enhanced client satisfaction, evidenced by a 95% client retention rate, but also fostered long-term relationships that resulted in referrals and repeat business. Additionally, I played a pivotal role in developing a streamlined document preparation process that reduced client onboarding time by 30%, significantly improving our operational efficiency.

Furthermore, I led a project implementing a new client education seminar series, which provided valuable insights into estate planning for over 200 attendees. This initiative not only positioned our firm as a thought leader in the field but also increased our client base by 20% within a year. My ability to distill complex legal concepts into accessible language is a skill I believe will be beneficial in enhancing the client experience at Acme Corporation.

I am enthusiastic about the opportunity to further discuss how my background and skills align with the needs of your firm. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation's success in estate planning.

Sincerely,

Jordan Avery Thompson