

# Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Real Estate Attorney

Dear Hiring Manager,

I am writing to express my enthusiasm for the Real Estate Attorney position at Acme Corporation, as advertised on your careers page. With a strong background in real estate law and a passion for facilitating complex transactions, I am excited about the opportunity to contribute to your esteemed firm, known for its innovative approach and commitment to client satisfaction.

In my previous role at Greenfield Associates, I successfully negotiated and closed numerous commercial real estate transactions, which cumulatively exceeded \$150 million. One notable achievement was leading the legal team on a multi-property acquisition for a prominent development firm, where I navigated complex zoning laws and contract negotiations to ensure a seamless closing. Additionally, I played a pivotal role in drafting and reviewing commercial leases that minimized legal risks while maximizing client interests. My efforts not only safeguarded the firm's reputation but also enhanced client relationships, resulting in a 30% increase in repeat business.

Moreover, my experience in litigation has equipped me with a unique perspective that informs my transactional work. I handled a high-stakes dispute involving a major client where I successfully defended their interests in a contentious property boundary case, ultimately saving the client over \$1 million in potential damages. This experience has honed my analytical skills and reinforced my commitment to providing comprehensive legal solutions tailored to clients' needs.

I am eager to bring my expertise in real estate law to Acme Corporation and would welcome the opportunity to discuss how my background, skills, and achievements align with your team's objectives. Thank you for considering my application; I look forward to the possibility of contributing to your firm's continued success.

Sincerely,

Jordan A. Mitchell