

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Relocation Contract Attorney

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Contract Attorney position at Acme Corporation, as advertised on your careers page. With a solid background in real estate law and a strong focus on relocation services, I am excited about the opportunity to contribute to your team and support clients during their transitions.

In my previous role at Greenfield Legal, I successfully negotiated and executed over 50 relocation contracts annually, ensuring compliance with state and federal regulations. My attention to detail and proactive communication with clients resulted in a 30% reduction in processing time for relocation requests. Additionally, I spearheaded a project to enhance our relocation policy framework, which improved client satisfaction ratings by 25% over just six months. These experiences have equipped me with the expertise necessary to manage the complexities of relocation law effectively.

I am particularly drawn to this role at Acme Corporation due to your commitment to providing seamless relocation solutions and fostering a supportive environment for employees. I am eager to bring my legal acumen and dedication to client service to your esteemed company. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of your team.

Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan A. Smith