

Jordan A. Williams

January 16, 2026

Acme Corporation

RE: Relocation Corporate Counsel

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Corporate Counsel position at Acme Corporation, as advertised on LinkedIn. With over eight years of experience in corporate law, specializing in relocation and immigration matters, I am excited about the opportunity to contribute to your team and help facilitate seamless transitions for your employees across the globe.

In my previous role at Global Mobility Solutions, I successfully managed a portfolio of over 200 international assignments, ensuring compliance with local regulations and optimizing relocation processes. One notable achievement was leading a project that reduced the average processing time for visa applications from 60 days to 30 days, significantly enhancing the employee experience and minimizing costs for the company. Additionally, I developed a comprehensive policy framework for relocation benefits that increased employee satisfaction scores by 20%, demonstrating my commitment to aligning legal strategies with organizational goals.

I am particularly drawn to the innovative approach Acme Corporation takes in its corporate mobility initiatives. I am eager to bring my expertise in relocation compliance and my proactive problem-solving skills to your esteemed team. I am confident that my background in creating efficient legal solutions and my dedication to fostering a positive employee experience will make a valuable contribution to your organization.

I would welcome the opportunity to discuss how my experience and vision align with the objectives of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and helping drive the success of your relocation programs.

Sincerely,

Jordan A. Williams