

Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Relocation Employment Lawyer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Employment Lawyer position at Acme Corporation, as advertised on your company's careers page. With a robust background in employment law and a particular focus on relocation-related issues, I am excited about the opportunity to contribute to your team and support your clients through complex relocation processes.

In my previous role at Global Legal Associates, I successfully represented a multinational corporation in a high-stakes case concerning the relocation of over 200 employees across various jurisdictions. By strategically negotiating relocation agreements and ensuring compliance with local labor laws, I not only facilitated a smooth transition but also saved my client over \$500,000 in potential litigation costs. Additionally, I authored a comprehensive relocation policy that has since been adopted by several clients, streamlining their processes and minimizing legal risks, which speaks to my commitment to proactive legal support.

I am particularly drawn to this position at Acme Corporation because of your innovative approach to employee relocation and your reputation for fostering a diverse and inclusive work environment. I believe my skills in navigating the complexities of employment law, coupled with my passion for helping organizations and their employees, align well with your mission. I welcome the opportunity to discuss how my background, skills, and enthusiasms could benefit your firm further.

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

Sincerely,

Jordan Alexander Smith