

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Relocation Estate Planning Attorney

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation Estate Planning Attorney position at Acme Corporation, as advertised on your careers page. With my extensive background in estate planning and a passion for assisting clients in navigating the complexities of relocation, I believe I would be a valuable addition to your esteemed team.

During my five years of practice at Greenfield Law Group, I successfully managed a diverse portfolio of estate planning cases, focusing on high-net-worth clients who were relocating across state lines. One of my key achievements was developing a streamlined process for clients transferring their estate plans, which reduced the average turnaround time by 30%. This not only improved client satisfaction but also increased our firm's revenue by enabling us to take on more cases without sacrificing quality. Furthermore, I led a workshop series aimed at educating clients about the implications of relocation on their estate plans, attracting over 100 attendees and resulting in a 40% increase in new client inquiries.

I am particularly drawn to Acme Corporation's commitment to providing personalized legal services and your innovative approach to estate planning. I am eager to bring my expertise in relocation strategies and my dedication to client advocacy to your firm. I would appreciate the opportunity to discuss how my background aligns with the needs of your team and contribute to the continued success of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan A. Mitchell