

Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Relocation General Counsel

Dear Hiring Manager,

I am writing to express my enthusiasm for the Relocation General Counsel position at Acme Corporation, as advertised on LinkedIn. With over 15 years of experience in corporate law and expertise in handling complex relocation and immigration matters, I am excited about the opportunity to contribute to your dynamic team and support your mission of empowering businesses through strategic relocation solutions.

In my previous role as Senior Counsel at Global Relocation Services, I led the legal team in navigating intricate relocation policies and compliance regulations, successfully reducing processing times by 35% through the implementation of streamlined protocols. Additionally, I developed and executed a comprehensive risk management strategy that minimized potential legal liabilities associated with international relocations, resulting in a 20% decrease in litigation cases over three years. My ability to collaborate effectively with cross-functional teams ensured that all legal frameworks were aligned with business objectives, fostering a culture of compliance and efficiency.

I am particularly drawn to Acme Corporation's commitment to innovation in the relocation sector. I am eager to leverage my legal acumen and leadership skills to further enhance your existing policies and help foster an environment that attracts top talent while mitigating risks. I would welcome the opportunity to discuss how my background, combined with my proactive approach to legal challenges, can contribute to the continued success of your organization. Thank you for considering my application; I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan M. Thompson