

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Relocation Tax Attorney

Dear Hiring Manager,

I am excited to apply for the Relocation Tax Attorney position at Acme Corporation, as advertised on LinkedIn. With a strong background in tax law and a focus on relocation services, I am eager to bring my expertise to your esteemed firm and contribute to your clients' seamless transitions. Your commitment to providing exceptional support for employees navigating relocation resonates with my professional values and career objectives.

In my previous role at Global Tax Solutions, I successfully led a team that streamlined the tax compliance process for over 150 relocating employees, resulting in a 30% reduction in processing time and a significant increase in client satisfaction ratings. One notable achievement was developing a comprehensive tax guide tailored specifically for expatriates, which not only clarified complex regulations but also educated employees on optimizing their tax benefits during relocation. This initiative was adopted company-wide and has since become a valuable resource, enhancing our service offering.

Furthermore, I played a critical role in negotiating tax equalization arrangements for high-level executives, ensuring they faced no additional tax burden due to their relocations. By collaborating closely with HR and finance departments, I was able to create tailored solutions that met both employee needs and corporate objectives. This experience has equipped me with the skills necessary to navigate the complexities of relocation tax issues while maintaining a strong focus on compliance and client advocacy.

I am enthusiastic about the opportunity to discuss how my background and skills align with the needs of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and supporting your clients in their relocation journeys.

Sincerely,

Jordan A. Thompson