

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Tax Attorney

Dear Hiring Manager,

I am writing to express my enthusiasm for the Tax Attorney position at Acme Corporation as advertised on LinkedIn. With a robust background in tax law and a passion for providing clients with strategic legal solutions, I am excited about the opportunity to contribute to your esteemed firm and support your clients in navigating complex tax regulations.

In my previous role at Green & Associates, I successfully represented a mid-sized corporation in a tax dispute with the IRS, resulting in a favorable settlement that saved the client over \$1 million in potential taxes and penalties. This experience not only honed my negotiation skills but also deepened my understanding of tax compliance and litigation. Additionally, I played a crucial role in advising clients on the implications of the Tax Cuts and Jobs Act, crafting tailored strategies that optimized their tax positions while ensuring compliance with new regulations. My proactive approach to tax planning led to an average of 15% in tax savings for my clients.

I am eager to bring my expertise in tax law and client advocacy to Acme Corporation. I am confident that my analytical skills and dedication to achieving favorable outcomes will make me a valuable asset to your team. I welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application, and I look forward to the possibility of contributing to your esteemed firm.

Sincerely,

Jordan A. Mitchell