

Brenda J. Lee, J.D., MBA

Professional Attorney
99999 West Kendall Drive, Miami, FL 33156
BJLee@myemail.net
(202) 987-6543

June 1, 2021

Aldo Becerra-Grant

Senior Hiring Manager
Patch, Jones & Associates
(305) 345-6789
A.BecerraG@PJAssociates.com

Dear Mr. Becerra-Grant,

For the last four years at MGP, I have maintained between 1,500 and 1,600 billable hours, making me one of the top associates each year. My goal is to bring this level of focus as a senior associate at PJ&A.

In my more than eight years as a professional, I have leveraged my trial experience and negotiation skills to conduct over 250 mediations with a settlement rate of over 90 percent. Of those that had gone to trial, I managed to achieve an offer 85% of the time, and for that, clients rewarded me with a 93% satisfaction rate.

Some of my other successes include:

- Developing 75 case files and bringing 60 to trial
- Reached 7 settlements that ranged between \$10 million and \$13 million
- Provided critical research in over 150 cases that resulted in client judgment awards
- Found a new category of client that increased the firm's billable hours by 8%

I would like to set up an interview with you to discuss my previous achievements and augment the PJ&A reputation for being a top firm in the insurance litigation space. Please contact me at your earliest convenience. I look forward to talking with you.

Sincerely,

(Insert Signature Here)

Brenda J. Lee, J.D., MBA