

Jordan A. Miller

January 16, 2026

Acme Corporation

RE: Career Change Law Clerk

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Law Clerk position at Acme Corporation, which I discovered on your careers page. With a solid foundation in legal research and an unwavering commitment to advocating for justice, I am excited about the opportunity to contribute to your esteemed organization and support your legal team in achieving its goals.

In my previous role as a paralegal at Smith & Associates, I successfully managed a caseload of over 40 active files, ensuring all documentation was meticulously prepared and submitted in a timely manner. My efforts were instrumental in a case that resulted in a favorable outcome for our client, earning recognition from both the firm and the client for my attention to detail and dedication. Additionally, I collaborated closely with attorneys to conduct comprehensive legal research, which led to the identification of key precedents that strengthened our legal arguments in court.

Moreover, my experience in nonprofit organizations has honed my ability to communicate effectively with diverse populations. As a volunteer legal assistant with Legal Aid, I provided support to clients from various backgrounds, assisting them in understanding their rights and navigating the complexities of the legal system. This role reinforced my dedication to public service and deepened my understanding of the critical role that law clerks play in the success of legal proceedings.

I am eager to bring my skills and experiences to Acme Corporation and contribute to your mission of delivering exceptional legal services. I would welcome the opportunity to discuss how my background and passion for the law can align with your needs. Thank you for considering my application.

Sincerely,

Jordan A. Miller