

Jordan Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Compliance Attorney

Dear Hiring Manager,

I am excited to apply for the Entry Level Compliance Attorney position at Acme Corporation, as advertised on LinkedIn. With a strong academic background in law and a dedicated focus on compliance, I am eager to contribute to your team and help uphold the high standards of regulatory adherence that Acme has established in the industry.

During my time at law school, I interned at a leading compliance firm, where I successfully assisted in the development of a compliance manual that streamlined clients' adherence to federal regulations. This experience not only sharpened my research and analytical skills but also gave me firsthand exposure to the intricacies of compliance frameworks across various sectors. Additionally, I collaborated with a team to conduct a comprehensive risk assessment for a non-profit organization, identifying potential compliance gaps and recommending actionable strategies that enhanced their operational integrity.

I am particularly impressed with Acme Corporation's commitment to ethical practices and transparency. I would welcome the opportunity to bring my proactive approach to compliance and my detail-oriented mindset to your esteemed organization. I am enthusiastic about the possibility of discussing how my background, skills, and certifications align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Thompson