

Jordan A. Thompson

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Acme Corporation

RE: Entry Level Contract Attorney

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Contract Attorney position at Acme Corporation, which I discovered on your careers page. As a recent graduate from the University of California, Berkeley School of Law, I am eager to leverage my academic background and internship experiences in contract law to contribute to your team.

During my time interning at Legal Aid, I had the opportunity to draft and review a variety of contracts, including service agreements and non-disclosure agreements, ensuring compliance with applicable laws and regulations. This experience honed my attention to detail and my ability to identify potential legal issues before they arose. Additionally, I was part of a team that streamlined our contract review process, reducing turnaround time by 20%, which not only improved client satisfaction but also elevated our overall operational efficiency.

I am particularly drawn to the innovative work that Acme Corporation is doing in the tech sector, and I am excited about the prospect of supporting your legal department in navigating complex contracts and agreements. I am confident that my proactive approach to problem-solving and my commitment to continuous learning will make a valuable addition to your team.

I would be thrilled 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 opportunity to speak with you further about how I can contribute to your team as an Entry Level Contract Attorney.

Sincerely,

Jordan A. Thompson