

Jordan A. Miller

January 16, 2026

Acme Corporation

RE: Entry Level Corporate Counsel

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Corporate Counsel position at Acme Corporation, as advertised on your careers page. With a strong foundation in corporate law and a commitment to supporting business objectives through sound legal guidance, I am excited about the opportunity to contribute to your team.

During my time at law school, I completed an internship with a midsize law firm where I assisted in drafting and reviewing contracts for various clients, ensuring compliance with industry regulations. This experience not only honed my legal writing skills but also provided me with a practical understanding of how corporate legal teams function. Additionally, I was a member of the Corporate Law Society, where I collaborated with peers to organize workshops focusing on corporate governance and risk management, fostering a deeper understanding of the legal challenges faced by corporations today.

I am particularly drawn to Acme Corporation because of its commitment to innovation and ethical business practices. I am eager to bring my skills in legal research and contract negotiation to a forward-thinking team like yours. I believe that my proactive approach and my ability to communicate complex legal concepts in a clear and concise manner will be valuable in supporting your legal initiatives. I would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan A. Miller