

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: Entry Level Corporate Lawyer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Corporate Lawyer position at Acme Corporation, which I discovered on your careers page. With a strong academic background in Corporate Law and hands-on experience through internships, I am excited about the opportunity to contribute to your esteemed legal team and support Acme's strategic goals.

During my time at law school, I successfully completed an internship at a boutique corporate law firm, where I assisted in drafting and reviewing contracts for various clients. One notable project involved collaborating with a team to negotiate terms for a major acquisition, which not only strengthened my understanding of corporate transactions but also enhanced my ability to communicate complex legal concepts effectively to clients. Additionally, I served as the president of the Business Law Society, where I organized workshops and networking events that connected students with industry professionals, further demonstrating my commitment to the field and my leadership skills.

I am particularly drawn to Acme Corporation due to its reputation for innovation and excellence in corporate governance. I believe my proactive approach and attention to detail will align well with your company's mission. I am eager to bring my dedication, analytical skills, and enthusiasm for corporate law to your team.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the needs of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and further discussing my potential role in your organization.

Sincerely,

Jordan Mitchell