

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Employment Lawyer

Dear Hiring Manager,

I am excited to apply for the Entry Level Employment Lawyer position at Acme Corporation as advertised on your careers page. With a strong academic background in labor law and a passion for advocating for employee rights, I am eager to contribute my skills to your esteemed legal team.

During my time at law school, I completed an internship with a reputable employment law firm where I assisted in drafting legal documents and conducting research on workplace discrimination cases. One notable achievement was my role in a project that examined the impact of recent legislation on workplace policies. I was able to present my findings to senior attorneys, leading to a successful revision of the firm's compliance strategies. Additionally, I volunteered with a local non-profit organization, providing legal assistance to low-income workers facing unfair termination. This experience honed my ability to communicate complex legal concepts clearly and compassionately, ensuring clients understood their rights and options.

I am particularly drawn to Acme Corporation's commitment to fostering an equitable workplace and believe my background in employment law aligns well with your mission. I am eager to bring my analytical skills and dedication to employee advocacy to your team. I would greatly appreciate the opportunity to discuss how my experiences and vision align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your organization.

Sincerely,

Jordan A. Thompson