

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Estate Planning Attorney

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Entry Level Estate Planning Attorney position at Acme Corporation, as advertised on your careers page. With my recent Juris Doctor degree from the University of Washington and my passion for helping clients navigate complex estate planning matters, I am excited about the opportunity to contribute to your esteemed firm.

During my internship at Smith & Associates, I assisted in drafting wills, trusts, and various estate planning documents for a diverse clientele. One of my key achievements involved collaborating with a senior attorney to create a comprehensive estate plan for a family with unique needs, which resulted in a 30% reduction in potential tax liabilities. This hands-on experience not only honed my legal drafting skills but also reinforced my commitment to providing tailored solutions that meet clients' specific goals.

Additionally, I participated in a pro bono clinic where I guided low-income individuals through the estate planning process, helping them understand the importance of having a will and the implications of intestacy laws. This experience allowed me to develop strong communication skills, ensuring that clients felt informed and empowered throughout their journey. I believe that these experiences have well-prepared me to provide exceptional service to Acme Corporation's clients.

I am eager to discuss how my background, skills, and enthusiasm can align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to further discuss my candidacy in an interview.

Sincerely,

Jordan Taylor