

Jordan A. Reynolds

January 16, 2026

Acme Corporation

RE: Entry Level Family Lawyer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Family Lawyer position at Acme Corporation, as advertised on your careers page. With a strong academic background in family law and hands-on experience gained through internships, I am eager to contribute my skills and passion for helping families navigate their legal challenges.

During my time at law school, I interned with the Family Law Clinic, where I had the opportunity to assist clients in mediating custody disputes and drafting legal documents for divorce proceedings. In one notable case, I played a key role in negotiating a settlement that benefited both parties, resulting in a more amicable resolution for the family involved. This experience not only honed my legal research and writing skills but also reinforced my commitment to advocating for the best interests of my clients.

Additionally, I volunteered with a local non-profit organization that provides legal assistance to low-income families. This role allowed me to develop a deeper understanding of the complex emotional and financial issues that families face in legal matters. I collaborated with seasoned attorneys to prepare case materials and participated in client meetings, which enhanced my ability to communicate effectively and empathically with clients in distress.

I am excited about the opportunity to join Acme Corporation and contribute to your team's mission of providing exceptional legal services to families. I would appreciate the chance to discuss my qualifications further and explore how I can support your clients' needs. Thank you for considering my application.

Sincerely,

Jordan A. Reynolds