

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Entry Level General Counsel

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level General Counsel position at Acme Corporation, as advertised on your careers page. With a strong academic background in law and a passion for corporate governance, I am eager to contribute to your legal team and support Acme's mission of innovation and excellence.

During my time at law school, I interned with a prominent corporate law firm where I assisted in drafting legal documents and conducting compliance audits for clients in the technology sector. This experience honed my understanding of corporate law and regulatory requirements, allowing me to develop a keen eye for detail and an ability to navigate complex legal issues. Additionally, I successfully led a project in my final year, working with a team to develop a comprehensive compliance training program for small businesses, which was well-received by both faculty and local entrepreneurs for its practical approach and effectiveness.

Furthermore, I have also volunteered with a legal aid organization, where I provided support to individuals in need of legal counsel regarding small business formation and intellectual property rights. This role not only strengthened my advocacy skills but also deepened my commitment to ensuring that all businesses, regardless of size, have access to quality legal support. I believe this experience aligns well with the values of Acme Corporation, particularly your dedication to fostering a fair and inclusive business environment.

I am excited about the opportunity to bring my skills and experiences to Acme Corporation and contribute to your legal department's success. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the goals of your team. Thank you for considering my application.

Sincerely,

Jordan A. Thompson