

# Jordan Elena Martinez

January 16, 2026

Acme Corporation

RE: Entry Level Immigration Attorney

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Entry Level Immigration Attorney position at Acme Corporation, as advertised on your careers page. With a robust academic foundation in immigration law and a passion for advocating for individuals seeking to navigate the complexities of the immigration system, I am eager to contribute my skills and commitment to your esteemed organization.

During my legal internship at the Immigration Law Clinic, I successfully assisted clients in preparing and submitting various immigration applications, including family-based petitions and asylum requests. My attention to detail and strong research skills enabled me to identify critical issues in cases that led to favorable outcomes for clients. Additionally, I conducted legal research that informed the clinic's approach to complex immigration questions, culminating in a presentation that was well-received by my peers and faculty. This experience not only honed my legal expertise but also reinforced my dedication to providing compassionate support to individuals facing immigration challenges.

Furthermore, my volunteer work with a local non-profit organization has provided me with practical experience in interacting with diverse communities and understanding the unique challenges they face. I coordinated workshops aimed at educating immigrants about their rights and available legal resources, which allowed me to directly impact the lives of attendees and foster a sense of empowerment. I believe these experiences have prepared me to effectively advocate for clients at Acme Corporation and contribute positively to your team.

I am eager to further discuss how my background and skills align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team and helping your clients achieve their immigration goals.

Sincerely,

Jordan Elena Martinez