

# Jordan Avery Smith

January 16, 2026

Acme Corporation

RE: Entry Level Immigration Lawyer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Immigration Lawyer position at Acme Corporation, as advertised on your company's career page. With a strong academic background in immigration law and a passion for advocating for individuals navigating the complexities of immigration processes, I am excited about the opportunity to contribute to your team and assist clients in achieving their immigration goals.

During my time at law school, I interned with a non-profit organization specializing in immigration services, where I assisted in preparing legal documents and applications for clients seeking asylum and family reunification. I successfully helped to prepare a comprehensive application that resulted in a favorable decision for a refugee family, demonstrating not only my attention to detail but also my commitment to advocating for those in vulnerable situations. In addition, I collaborated with a team of students to conduct workshops for community members, educating them on their rights and available resources, which strengthened my ability to communicate complex legal concepts in an accessible manner.

I am particularly drawn to the values at Acme Corporation and your commitment to providing compassionate legal support to immigrants. I am eager to bring my skills in research, writing, and client communication to your firm, and I am confident that my proactive approach and dedication to continuous learning will make a significant contribution to your team. I welcome the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your organization. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Avery Smith