

# Jordan A. Linwood

January 16, 2026

Acme Corporation

RE: Entry Level Law Clerk

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Entry Level Law Clerk position at Acme Corporation, which I discovered through your company's careers page. With a recent Juris Doctor degree from State University and a passion for legal research and advocacy, I am eager to contribute my skills and dedication to your esteemed legal team.

During my time at State University, I completed an internship with the Public Defender's Office, where I honed my legal writing and analytical skills. I successfully drafted motions and legal briefs that were used in court, receiving commendation from my supervisor for my clear and persuasive writing style. Additionally, my role involved conducting extensive legal research on various cases, where I utilized Westlaw and LexisNexis to provide valuable insights that assisted attorneys in building strong defenses for their clients.

Furthermore, I volunteered at the Legal Aid Society, where I assisted in client interviews and case preparation. This experience not only enhanced my understanding of the legal system but also strengthened my communication and interpersonal skills. I'm particularly proud of my initiative in organizing a workshop on tenant rights, which led to increased community engagement and awareness about legal resources available to low-income residents.

I am excited about the opportunity to bring my strong research, writing, and advocacy skills to the law clerk position at Acme Corporation. I look forward to the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application.

Sincerely,

Jordan A. Linwood