

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Entry Level Lawyer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Lawyer position at Acme Corporation, which I discovered on your careers page. With a strong academic background in law and practical experience gained through internships, I am excited about the opportunity to contribute to your esteemed legal team while further developing my skills in a dynamic corporate environment.

During my time as a legal intern at a prominent law firm, I successfully assisted with several complex cases, including a high-stakes commercial dispute where my research and analysis contributed to a favorable settlement for our client. Additionally, I was actively involved in drafting legal documents and briefs that met both client and court standards, showcasing my attention to detail and commitment to excellence. Furthermore, my experience working on pro bono cases allowed me to develop strong advocacy skills while working closely with clients to understand their needs and represent their interests effectively.

I am particularly impressed by Acme Corporation's commitment to legal innovation and its proactive approach in navigating complex regulatory landscapes. I am eager to bring my passion for law, strong work ethic, and collaborative mindset to your team. I welcome the opportunity to discuss how my academic background and practical experience align with the goals of Acme Corporation.

Thank you for considering my application. I am looking forward to the possibility of discussing my candidacy further and am excited about the chance to contribute to your organization.

Sincerely,

Jordan A. Smith