

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Legal Counsel

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Legal Counsel position at Acme Corporation, as advertised on LinkedIn. With a recent Juris Doctor degree from the University of California, Berkeley, and a strong foundation in corporate law, I am excited about the opportunity to contribute my skills to a dynamic and innovative organization like yours.

During my time at law school, I completed an internship at a leading law firm where I supported a team of attorneys in drafting and reviewing contracts, proposals, and compliance documents. One of my key achievements was assisting in the negotiation of a multi-million dollar contract for a major client, which required meticulous attention to detail and a deep understanding of legal precedents. Additionally, I served as the president of the Law and Technology Society, where I organized workshops on intellectual property rights, further enhancing my understanding of legal issues that impact technology companies.

I am particularly drawn to Acme Corporation's commitment to innovation and integrity in the tech industry. I am eager to bring my strong analytical skills, attention to detail, and passion for corporate law to your team. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your legal department. Thank you for considering my application.

Sincerely,

Jordan Lee Thompson