

Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Legal Researcher

Dear Hiring Manager,

I am excited to apply for the Entry Level Legal Researcher position at Acme Corporation, as advertised on your careers page. With a strong academic background in legal studies and a passion for research, I am eager to contribute my skills to your esteemed firm while furthering my understanding of legal frameworks and research methodologies.

During my time at University, I excelled in my coursework, particularly in legal research and writing, where I achieved the top grade in my class. I successfully completed a capstone project where I conducted extensive legal research on emerging privacy laws, culminating in a detailed report that was presented to faculty and peers. This experience honed my ability to analyze complex legal texts and develop actionable insights, skills that I believe will be vital in the role at Acme Corporation.

Additionally, I interned at a local law firm where I assisted in preparing case briefs and conducting background research for ongoing cases. My commitment to thoroughness and my attention to detail were recognized by my supervisor, who praised my ability to synthesize information from various legal databases, contributing to the firm's preparation for trial. I am confident that my proactive approach to research and my eagerness to learn will make me a valuable asset to your team.

I am keen to bring my background in legal research and my enthusiasm for law to the Entry Level Legal Researcher position at Acme Corporation. I look forward to the possibility of discussing this opportunity further and appreciate your consideration of my application.

Sincerely,

Jordan Smith