

Jordan M. Carter

January 16, 2026

Acme Corporation

RE: Entry Level Litigation Attorney

Dear Hiring Manager,

I am excited to apply for the Entry Level Litigation Attorney position at Acme Corporation, which I discovered through my university's career services portal. With a strong academic background in law and practical experience in litigation through internships, I am eager to contribute my skills and passion for advocacy to your esteemed firm.

During my time at law school, I interned with the Public Defender's Office, where I assisted in preparing cases for trial. I successfully drafted motions and conducted legal research that led to the dismissal of several charges. This experience honed my analytical skills and taught me the importance of meticulous attention to detail in legal documentation. Additionally, as a member of the Moot Court team, I developed persuasive oral advocacy skills, winning the regional competition and earning a spot in the national finals. This exposure to high-stakes litigation has fueled my desire to pursue a career in this field.

I am particularly drawn to Acme Corporation due to its reputation for handling complex litigation and its commitment to client advocacy. I am enthusiastic about the opportunity to work alongside experienced attorneys and contribute to high-profile cases. I would welcome the chance to discuss how my background, skills, and ambitions align with the goals of your team. Thank you for considering my application.

Sincerely,

Jordan M. Carter