

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Entry Level Patent Attorney

Dear Hiring Manager,

I am excited to apply for the Entry Level Patent Attorney position at Acme Corporation, which I discovered on your careers page. As a recent graduate from the University of California, Berkeley School of Law with a focus on intellectual property law, I am eager to contribute my skills and passion for innovation to your esteemed team. My academic background, combined with my practical experience, has prepared me to effectively support Acme Corporation's mission of protecting and advancing cutting-edge technologies.

During my time in law school, I completed a summer internship at a leading intellectual property firm, where I assisted in drafting and filing patent applications for emerging technologies in the renewable energy sector. One of my key contributions included a detailed analysis of prior art that led to the successful filing of a patent for an innovative solar panel design. This experience not only honed my research and drafting abilities but also provided me with a solid foundation in patent law and the intricacies of the application process.

Additionally, I participated in a patent clinic offered by my law school, where I worked directly with inventors to help them navigate the complexities of patent law. I successfully guided multiple clients through the initial patent application process, ensuring their inventions were accurately represented and protected. This hands-on experience taught me the importance of clear communication and the ability to translate complex legal concepts into understandable terms for clients.

I am genuinely enthusiastic about the opportunity to join Acme Corporation and contribute to its innovative projects. I would welcome the chance to discuss how my background in patent law and my commitment to helping clients succeed can add value to your team. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan A. Mitchell