

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Entry Level Personal Injury Lawyer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Personal Injury Lawyer position at Acme Corporation, as advertised on your careers page. With a strong academic background and practical experience gained through internships, I am eager to contribute my skills to your esteemed firm.

During my time at law school, I interned with the City Legal Aid Society, where I had the opportunity to work directly with clients involved in personal injury cases. I assisted in preparing legal documents and conducting initial case assessments, which improved my understanding of the legal process and enhanced my communication skills. One of my key achievements was successfully assisting a senior attorney in negotiating a settlement for a client who had sustained serious injuries due to a slip-and-fall incident, resulting in a favorable outcome that significantly impacted the client's life.

Additionally, I completed a clerkship with a reputable personal injury law firm, where I gained hands-on experience in case research and trial preparation. I was instrumental in compiling evidence and drafting motions that ultimately strengthened our case. My attention to detail and ability to work collaboratively within a team environment were crucial in meeting tight deadlines and exceeding client expectations.

I am particularly impressed with Acme Corporation's commitment to advocating for clients and its reputation for achieving successful outcomes. I would love the opportunity to discuss how my background, skills, and enthusiasm for personal injury law can contribute to your team. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity further.

Sincerely,

Jordan Smith