

# Jordan Ellis

January 16, 2026

Acme Corporation

RE: Entry Level Tax Attorney

Dear Hiring Manager,

I am excited to apply for the Entry Level Tax Attorney position at Acme Corporation, which I discovered on your careers page. With a strong academic background in tax law and a passion for providing effective legal solutions, I am eager to contribute to your team and support your clients in navigating complex tax issues.

During my time at law school, I completed an internship at a reputable tax law firm, where I assisted in preparing tax returns and conducting research on various tax regulations. I successfully collaborated on a case that involved a complex corporate restructuring, allowing the client to achieve significant tax savings through strategic planning. This experience not only honed my technical skills but also taught me the importance of clear communication with clients, ensuring they understand their options and the implications of different strategies.

Additionally, I was a member of the Tax Law Society, where I organized workshops and seminars that educated fellow students on current tax legislation and its potential impacts on small businesses. My role involved liaising with industry professionals, which expanded my network and provided valuable insights into the practical applications of tax law. I am confident that my proactive approach to learning and my ability to work collaboratively will allow me to make a meaningful contribution to your team.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application. I hope to speak with you soon about how I can contribute to your esteemed firm.

Sincerely,

Jordan Ellis