

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Internship Contract Attorney

Dear Hiring Manager,

I am excited to apply for the Internship Contract Attorney position at Acme Corporation, as advertised on LinkedIn. With a strong foundation in contract law and a passion for corporate governance, I am eager to contribute my skills to your esteemed legal team and support Acme's commitment to excellence and innovation.

During my studies at the University of California, Berkeley, I had the opportunity to intern at a local law firm where I assisted in drafting and reviewing a variety of contracts, including non-disclosure agreements and vendor contracts. I was instrumental in streamlining the contract review process, which improved turnaround time by 30% while maintaining compliance with legal standards. Additionally, I participated in a client negotiation workshop where my team successfully settled a complex contract dispute, further enhancing my negotiation skills and my ability to work effectively under pressure.

I am particularly drawn to this internship at Acme Corporation due to your company's reputation for prioritizing ethical contract practices and fostering strong client relationships. I am eager to bring my analytical skills and attention to detail to your team, assisting in contract analysis and supporting the drafting of agreements that align with Acme's strategic objectives. I am confident that my proactive approach and dedication to excellence will be an asset during my time with you.

I would welcome the opportunity to discuss how my educational background and experience can contribute to the success of Acme Corporation. Thank you for considering my application; I look forward to the possibility of speaking with you further.

Sincerely,

Jordan A. Thompson