

Jordan A. Thompson

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Acme Corporation

RE: Internship Corporate Counsel

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Corporate Counsel position at Acme Corporation, as advertised on your careers page. As a second-year law student at the University of Chicago, I have developed a strong foundation in corporate law and am eager to contribute my skills and passion for legal matters to a leading company like Acme Corporation.

During my time as a legal intern at XYZ Law Firm, I successfully assisted in drafting and reviewing various corporate agreements, including service contracts and non-disclosure agreements. My attention to detail and ability to analyze complex legal documents allowed the firm to improve its contract turnaround time by 15%. Additionally, I participated in a pro bono project where I collaborated with a team to provide legal education workshops for local startups, helping them navigate compliance issues and understand their legal obligations. This experience honed my ability to communicate complex legal concepts clearly and effectively, a skill I believe is vital for a Corporate Counsel intern.

I am particularly drawn to this internship at Acme Corporation because of your commitment to innovation and ethical business practices. I am excited about the opportunity to work alongside experienced legal professionals and gain hands-on experience in corporate governance and compliance matters. I am confident that my proactive approach and strong research skills will enable me to contribute effectively to your team.

Thank you for considering my application. I look forward to the opportunity to discuss how my background and aspirations align with the goals of Acme Corporation. I am eager to contribute to your legal team and learn from your esteemed professionals.

Sincerely,

Jordan A. Thompson