

# Jordan Alex Thompson

January 16, 2026

Acme Corporation

RE: Internship Court Clerk

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Court Clerk position at Acme Corporation, as advertised on your careers page. With a strong academic background in criminal justice and hands-on experience in administrative support, I am eager to contribute my skills to your esteemed organization and gain invaluable insights into the judicial process.

During my time as a volunteer at the county courthouse, I developed a thorough understanding of court procedures and documentation. I assisted in organizing case files and maintaining schedules, which improved the efficiency of daily operations by 20%. This experience not only honed my attention to detail but also reinforced my passion for the legal field. Additionally, I completed an internship with a local law firm where I conducted legal research and drafted summaries for cases, earning commendations from my supervisor for my ability to distill complex information into clear, concise reports.

I am particularly drawn to this internship at Acme Corporation because of your commitment to fostering an inclusive environment while upholding the highest standards of legal integrity. I am excited about the opportunity to work alongside experienced professionals and contribute to meaningful projects that impact the community. I believe my proactive approach and dedication to excellence will make me a valuable addition to your team.

I appreciate your consideration of my application and look forward to the possibility of discussing my candidacy further. Thank you for your time, and I hope to hear from you soon.

Sincerely,

Jordan Alex Thompson