

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Employment Lawyer

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Employment Lawyer position at Acme Corporation, which I discovered on your careers page. As a third-year law student at the University of Chicago with a focus on employment law, I am eager to contribute my skills and passion for labor rights to your esteemed team. I am particularly drawn to Acme Corporation's commitment to fostering an inclusive workplace, and I believe my background aligns well with your objectives in this area.

During my time as a legal intern at the Illinois Department of Labor, I gained hands-on experience in researching employment law cases, which allowed me to participate in drafting briefs for ongoing litigation. One of my notable achievements was assisting in the resolution of a complex wage dispute, which resulted in a favorable outcome for a group of employees. This experience not only honed my legal writing skills but also deepened my understanding of the intricacies involved in employment law and the necessity of advocating for fair treatment in the workplace.

Additionally, I served as the president of the Employment Law Society at my law school, where I organized workshops aimed at educating students about their rights as employees. I successfully led a team to collaborate with local labor organizations, resulting in a well-attended seminar that increased awareness of workplace rights and protections among students. This leadership experience has equipped me with strong communication and project management skills, which I am excited to bring to the Internship Employment Lawyer role at Acme Corporation.

I am very interested in the opportunity to further discuss how my background and skills can contribute to the legal team at Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing my candidacy in more detail.

Sincerely,

Jordan Taylor