

# Jordan Lee Smith

January 16, 2026

Acme Corporation

RE: Internship Estate Planning Attorney

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Internship Estate Planning Attorney position at Acme Corporation, which I discovered on your career portal. As a third-year law student at the University of Chicago with a keen interest in estate planning and a solid academic foundation, I am excited about the opportunity to contribute to and learn from your esteemed team.

During my studies, I had the privilege of working as a legal intern at XYZ Law Firm, where I assisted in drafting wills and trusts for a diverse clientele. My attention to detail and ability to analyze complex financial information enabled me to successfully support attorneys in creating tailored estate plans that addressed the unique needs of each client. Additionally, I participated in pro bono workshops that provided legal education to low-income families, helping them understand the importance of estate planning and ensuring that their wishes were honored.

Moreover, my involvement in the Estate Planning Society at my university has further honed my skills in research and client communication. I spearheaded a project that developed a resource guide for students interested in this field, which has since become a valuable tool for aspiring estate planning professionals. I am eager to bring my dedication, creativity, and strong work ethic to the team at Acme Corporation.

I am very much looking forward to the possibility of discussing my application further. Thank you for considering my application for the Internship Estate Planning Attorney position. I hope to contribute to Acme Corporation's success and learn from the talented professionals within your firm.

Sincerely,

Jordan Lee Smith