

Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Internship General Counsel

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship General Counsel position at Acme Corporation, as advertised on your careers page. With a strong academic background in law and a keen interest in corporate governance, I am eager to contribute my skills and passion to your esteemed legal team.

During my time at the University of Law, I had the opportunity to intern with a prominent corporate law firm, where I assisted in drafting and reviewing contracts for various clients. This experience honed my attention to detail and understanding of complex legal documents, which I believe is essential for the role at Acme Corporation. Additionally, I led a research project on regulatory compliance for emerging technologies, providing the firm with actionable insights that enhanced their strategic planning and risk management processes. This project not only strengthened my analytical skills but also underscored the importance of proactive legal counsel in a rapidly evolving business landscape.

I am particularly drawn to Acme Corporation due to its commitment to innovation and ethical business practices. I am excited about the opportunity to support the legal team in navigating the challenges faced by a leading corporation. I am confident that my proactive approach and my dedication to fostering strong legal foundations will align well with the values of Acme Corporation. I would welcome the chance to discuss how I can contribute to your team in greater detail. Thank you for considering my application.

Sincerely,

Jordan A. Smith