

# Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Internship Law Clerk

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Law Clerk position at Acme Corporation, which I discovered on your careers page. As a third-year law student at the University of Chicago Law School, I am eager to apply my legal research and writing skills in a dynamic environment such as yours, known for its commitment to excellence in advocacy and client service.

During my time at law school, I had the opportunity to serve as a research assistant for Professor Emily Carter, where I conducted extensive research on intellectual property law and contributed to a forthcoming publication. This experience honed my analytical skills and deepened my understanding of complex legal issues. Additionally, I interned at the Chicago Public Defender's Office, where I drafted motions and client correspondence, and participated in case strategy meetings. This role not only improved my legal writing but also taught me the importance of effective communication and advocacy in a high-pressure environment.

I am particularly drawn to the Internship Law Clerk role at Acme Corporation because of your focus on corporate law and commitment to innovative legal solutions. I am excited about the opportunity to contribute my skills while learning from your esteemed team. I would welcome the chance to discuss how my background, skills, and enthusiasm align with the needs of your firm.

Thank you for considering my application. I look forward to the possibility of discussing my candidacy further and am excited about the opportunity to contribute to your team.

Sincerely,

Jordan A. Smith