

Jordan Taylor

January 16, 2026

Acme Corporation
RE: Internship Lawyer

Dear Hiring Manager,

I am excited to apply for the Internship Lawyer position at Acme Corporation, as advertised on your careers page. With a strong academic background in law and a passion for corporate legal affairs, I am eager to contribute my skills and gain invaluable experience at a leading firm like yours. My experiences have prepared me well to take on the challenges and responsibilities associated with this internship.

During my time at university, I successfully completed a legal research project focusing on contract law, where I analyzed over 50 cases and presented my findings to my peers. This experience not only honed my research and analytical abilities but also enhanced my written communication skills, as I learned to distill complex legal concepts into accessible language. Additionally, I interned with a local non-profit organization, where I assisted in drafting legal documents and participated in client consultations. This hands-on experience solidified my understanding of legal procedures and emphasized the importance of client advocacy.

I am particularly drawn to Acme Corporation because of your commitment to innovation and ethical practices in the corporate sector. I believe that my proactive approach and dedication to legal excellence would align well with your team's objectives. I am eager to bring my knowledge of corporate law and my enthusiasm for legal advocacy to Acme Corporation.

I would welcome the opportunity to discuss how my background, skills, and aspirations align with the goals of Acme Corporation. Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Taylor