

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Legal Assistant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Legal Assistant position at Acme Corporation, which I discovered on your careers page. With a passion for law and a strong commitment to supporting legal teams, I believe this internship would be an excellent opportunity to apply my academic knowledge in a practical setting while contributing to your esteemed company.

During my studies at the University of State, I excelled in my coursework, particularly in Legal Research and Writing, where I achieved a top grade in my class. I completed an extensive project analyzing case law, which enhanced my ability to find and interpret legal documents efficiently. Additionally, I had the opportunity to intern at a local law firm where I assisted in drafting legal documents and preparing case files. One of my key achievements was organizing a comprehensive database of client files that improved the firm's document retrieval process by 30%, showcasing my attention to detail and organizational skills.

I am particularly drawn to Acme Corporation due to its commitment to innovative legal solutions and community involvement. I am eager to bring my background in legal research, strong work ethic, and collaborative spirit to your team as an intern. I am excited about the prospect of contributing to ongoing projects and learning from seasoned professionals in the field.

Thank you for considering my application. I would love the opportunity to discuss how my skills and experiences align with the needs of your team at Acme Corporation. I look forward to the possibility of contributing to your organization and hope to speak with you soon.

Sincerely,

Jordan Taylor