

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Internship Legal Counsel

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Legal Counsel position at Acme Corporation, as advertised on your careers page. With a strong academic background in law and a passion for corporate legal practice, I am excited about the opportunity to contribute to your team and support your legal initiatives.

During my time at university, I successfully completed a research project on corporate governance, where I analyzed the legal implications of board decision-making processes. This project not only honed my research and analytical skills but also provided me with insights into the importance of compliance and risk management in the corporate sector. Additionally, I interned at a local law firm where I assisted in drafting legal documents and conducting due diligence for mergers and acquisitions, allowing me to gain hands-on experience and develop a keen eye for detail and accuracy.

I am particularly drawn to Acme Corporation due to its commitment to ethical business practices and its innovative approach within the industry. I am eager to learn from your team and contribute to important projects that align with my interests in commercial law and corporate compliance. I believe my proactive attitude and dedication to legal excellence would make me a valuable addition to your organization.

I would greatly appreciate the opportunity to discuss my application further and explore how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed legal team.

Sincerely,

Jordan Taylor