

# Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Internship Legislative Aide

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Legislative Aide position at Acme Corporation, as advertised on your careers page. With a strong background in political science and a keen interest in legislative processes, I am eager to contribute my skills and energy to your team while gaining invaluable experience in the field.

During my time as a volunteer at the City Council, I successfully assisted in drafting policy briefs that addressed community concerns regarding public transportation. This experience honed my research and writing abilities, as I collaborated with local stakeholders to ensure the briefs were comprehensive and well-informed. Additionally, I served as a coordinator for a college organization that organized debates on pressing social issues, which not only improved my public speaking skills but also deepened my understanding of legislative impact on constituents.

I am particularly drawn to the mission of Acme Corporation and the opportunity to support initiatives that align with my values. I am eager to bring my passion for public service and my analytical skills to your team. I look forward to the possibility of discussing how I can contribute to your important work in the legislative arena. Thank you for considering my application.

Sincerely,

Jordan A. Thompson