

Jordan Smith

January 16, 2026

Acme Corporation

RE: Internship Litigation Attorney

Dear Hiring Manager,

I am excited to apply for the Internship Litigation Attorney position at Acme Corporation, which I discovered on your careers page. As a dedicated law student at the University of Chicago with a strong interest in litigation, I am eager to contribute my skills and passion for legal advocacy to your esteemed firm.

During my time at university, I had the opportunity to intern with the Cook County Public Defender's Office, where I assisted in preparing cases for trial. This experience honed my research and writing skills, as I drafted motions and briefs that were presented in court, ultimately contributing to a successful dismissal of charges in a high-profile case. Additionally, I participated in a mock trial competition, where my team won first place, showcasing my ability to think critically and advocate effectively under pressure. These experiences have not only solidified my desire to pursue a career in litigation but have also equipped me with the practical skills necessary to excel in this role.

I am particularly drawn to Acme Corporation for its commitment to innovative litigation strategies and its reputation for fostering a collaborative environment. I am eager to bring my analytical skills and my passion for justice to your team. I would welcome the opportunity to discuss how my background, skills, and enthusiasms align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Smith