

# Jordan Taylor

January 16, 2026

Acme Corporation  
RE: Internship Paralegal

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Paralegal position at Acme Corporation, as advertised on your careers page. With a strong foundation in legal studies and a passion for the field, I am eager to contribute my skills and learn from a reputable organization like yours.

During my studies at State University, I excelled in courses such as Legal Research and Writing, where I honed my ability to analyze case law and prepare comprehensive legal briefs. As part of a team project, I collaborated with classmates to draft a mock contract that was later presented to a panel of professors, receiving commendations for its clarity and attention to detail. Furthermore, I volunteered at the local Legal Aid Clinic, where I assisted attorneys by conducting client interviews and gathering essential documentation which streamlined the case preparation process and ultimately helped several clients navigate their legal challenges more effectively.

I am particularly drawn to the opportunity at Acme Corporation because of your commitment to professional development and your innovative approach to legal solutions. I am excited about the prospect of contributing my research skills and my passion for the law to support your team. I look forward to discussing how my background, skills, and enthusiasm can contribute to the ongoing success of Acme Corporation.

Thank you for considering my application. I hope to have the opportunity to discuss my candidacy in further detail and am looking forward to the possibility of working with your talented team.

Sincerely,

Jordan Taylor