

Jordan C. Mitchell

January 16, 2026

Acme Corporation

RE: Internship Tax Attorney

Dear Hiring Manager,

I am writing to express my enthusiastic interest in the Internship Tax Attorney position at Acme Corporation, as advertised on your careers page. With my strong academic background in tax law and my passion for providing strategic legal solutions, I am excited about the opportunity to contribute to your team and support clients in complex tax matters.

During my time at the University of Michigan Law School, I had the opportunity to participate in a tax clinic where I worked directly with low-income clients to resolve their tax disputes with the IRS. Not only did I assist in preparing tax returns, but I also successfully represented five clients in settlement negotiations, resulting in over \$25,000 in tax liabilities being reduced. This hands-on experience honed my research and negotiation skills, which I am eager to bring to Acme Corporation.

Additionally, I completed an internship with a boutique tax advisory firm where I collaborated on a project analyzing the tax implications of cross-border investments. My contributions included drafting detailed reports and presenting findings to senior attorneys, which deepened my understanding of international tax regulations and compliance requirements. This experience solidified my commitment to pursuing a career in tax law and demonstrated my ability to thrive in a fast-paced, detail-oriented environment.

I am excited about the possibility of discussing how my background, skills, and enthusiasm for tax law align with the goals of Acme Corporation. Thank you for considering my application for the Internship Tax Attorney position. I look forward to the opportunity to speak with you further about how I can contribute to your team.

Sincerely,

Jordan C. Mitchell