

Samantha R. Thompson

January 16, 2026

Acme Corporation

RE: Law Clerk

Dear Hiring Manager,

I am writing to express my enthusiasm for the Law Clerk position at Acme Corporation, which I discovered on your careers page. With a strong academic background in law and practical experience in legal research and writing, I am excited about the opportunity to contribute to your team and support your commitment to excellence in legal services.

During my time at XYZ Law School, I served as a research assistant for Professor Jane Doe, where I conducted extensive research on case law and statutory interpretation. This role honed my ability to analyze complex legal issues and synthesize findings into concise reports. One of my key achievements was assisting in the preparation of a legal brief that was later presented at a national moot court competition, where our team placed in the top three.

Additionally, I completed an internship at ABC Legal Group, where I was responsible for drafting legal documents, including motions and pleadings, under the supervision of senior attorneys. My proactive approach and attention to detail allowed me to streamline the document review process, resulting in a 20% reduction in turnaround time for submissions. This experience reinforced my commitment to delivering high-quality work in fast-paced environments, a skill I believe will be beneficial to your team at Acme Corporation.

I am eager to bring my strong legal research and writing skills to Acme Corporation and contribute to your esteemed team. I would welcome the opportunity to discuss how my background and passion for law align with the goals of your firm. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Samantha R. Thompson