

# Jordan M. Williams

January 16, 2026

Acme Corporation

RE: No Experience Compliance Attorney

Dear Hiring Manager,

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I am writing to express my enthusiasm for the No Experience Compliance Attorney position at Acme Corporation, as advertised on your careers page. I am excited about the opportunity to contribute to your team and to help maintain the high standards of compliance that Acme is known for. With a recently earned Juris Doctor degree from the University of Chicago Law School and an internship at the Illinois Attorney General's Office, I am eager to apply my academic background and advocacy skills in a practical setting.

During my time at law school, I participated in a semester-long clinic focused on health care compliance, where I collaborated with a team to review and analyze regulatory requirements affecting local health care providers. This hands-on experience not only honed my ability to interpret complex legal texts but also emphasized the importance of ethical practices in compliance. Additionally, I was recognized for my research on the implications of GDPR for U.S. companies, which sparked my interest in data privacy compliance and the challenges faced by organizations in navigating international regulations.

Furthermore, I served as the president of the Compliance Law Society, where I organized workshops and panel discussions that connected students with compliance professionals. This role enhanced my leadership capabilities and deepened my understanding of the critical role compliance plays in business operations. My dedication to continuous learning and my proactive approach to problem-solving have prepared me to tackle the challenges presented in this position.

I would be thrilled to further discuss how my background and skills can contribute to the compliance efforts at Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing this opportunity with you.

Sincerely,

Jordan M. Williams