

Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Contract Attorney

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Contract Attorney position at Acme Corporation, as advertised on your careers page. With a strong academic background in law and a passion for contract law, I am excited about the opportunity to contribute to your esteemed organization and support your legal team in navigating contractual matters.

During my time at law school, I completed an internship with a local non-profit organization where I assisted in drafting and reviewing contracts. This experience not only honed my attention to detail but also strengthened my understanding of legal terminology and the importance of clear, concise language in legal documents. I successfully collaborated with senior attorneys to develop a comprehensive contract template for our vendor agreements, which improved the efficiency of our procurement process by 30%. Additionally, my involvement in a student-led legal clinic allowed me to work directly with clients, further enhancing my ability to communicate complex legal concepts in an accessible manner.

I am particularly drawn to the dynamic environment at Acme Corporation and believe my proactive approach to problem-solving and eagerness to learn would make me a valuable addition to your team. I am excited about the possibility of discussing how my skills and dedication can contribute to the success of your legal department. Thank you for considering my application. I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Taylor