

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Corporate Counsel

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Corporate Counsel position at Acme Corporation, which I discovered on your careers page. As a recent graduate from the University of California, Berkeley School of Law, I am eager to launch my legal career with a dynamic organization known for its commitment to innovation and integrity. The opportunity to contribute to Acme Corporation's legal team aligns perfectly with my academic background and my passion for corporate law.

During my time in law school, I completed an internship at a local nonprofit where I assisted in drafting contracts and reviewing compliance documents. This experience not only honed my legal research and writing skills but also taught me the importance of clear communication and attention to detail. I also participated in the Berkeley Business Law Journal, where I collaborated with peers to analyze complex legal issues affecting the corporate sector. This collaboration fostered my ability to work effectively in a team environment and further developed my understanding of corporate governance and regulatory compliance.

I am particularly drawn to the collaborative culture at Acme Corporation, and I am eager to bring my strong work ethic and commitment to learning to your team. I am excited about the opportunity to support your legal initiatives and contribute to the strategic goals of the company. I would welcome the chance to discuss how my background and skills align with the needs of your legal department. Thank you for considering my application, and I look forward to the possibility of contributing to Acme Corporation.

Sincerely,

Jordan Taylor