

# Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Employment Lawyer

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Employment Lawyer position at Acme Corporation, as advertised on your careers page. As a recent graduate of the University of Chicago Law School, I am eager to apply my academic knowledge and passion for employment law in a dynamic and supportive environment. Acme's commitment to fostering a diverse workplace aligns with my values, and I am excited about the opportunity to contribute to your team.

During my time at law school, I participated in an internship at a non-profit organization focused on workers' rights, where I assisted in conducting legal research and drafting briefs that supported claims for unfair labor practices. This experience allowed me to develop a strong foundational understanding of employment law while honing my analytical and writing skills. Additionally, I served as a volunteer mediator for the school's dispute resolution center, where I facilitated discussions between parties to help resolve workplace conflicts amicably. These experiences taught me the importance of listening, negotiation, and advocacy—skills I believe are crucial for a successful career in employment law.

I am particularly drawn to Acme Corporation's innovative approach to legal challenges and its dedication to employee advocacy. I am eager to bring my dedication and fresh perspective to your team, and I am excited about the potential to learn from experienced professionals in the field. I would welcome the opportunity to discuss how my background and aspirations align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed firm.

Sincerely,

Jordan Taylor