

Jordan Mitchell

January 16, 2026

Acme Corporation

RE: No Experience Estate Planning Attorney

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Estate Planning Attorney position at Acme Corporation, as advertised on your careers page. With a strong academic background in law and a keen interest in estate planning, I am excited about the opportunity to contribute to your esteemed firm while further developing my skills in this area.

During my time at law school, I participated in a clinical program focused on estate planning, where I assisted clients in drafting wills and trusts under the supervision of experienced attorneys. This hands-on experience not only honed my legal research and writing skills but also reinforced my passion for helping individuals secure their legacies. Additionally, I completed an internship with a local non-profit organization, where I volunteered to educate families about estate planning essentials, enabling them to make informed decisions about their future. This role allowed me to communicate complex legal concepts in an accessible manner, which I believe is crucial for an effective estate planning attorney.

I am particularly drawn to Acme Corporation due to its commitment to providing personalized legal solutions and its reputation for excellence in estate planning. I am eager to bring my dedication, attention to detail, and willingness to learn to your team. I would appreciate the opportunity to discuss how my background and skills can align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your firm.

Sincerely,

Jordan Mitchell