

Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience General Counsel

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience General Counsel position at Acme Corporation, as advertised on your careers page. With a strong academic background in law and a passion for corporate governance, I am excited about the opportunity to contribute to your esteemed organization and support your mission of innovation and integrity in the marketplace.

Throughout my legal education at the University of California, Berkeley, I demonstrated my commitment to corporate law and ethics by successfully completing internships that involved substantial research and analysis. One of my key achievements was leading a team project where we developed a compliance framework for a simulated corporation, which not only received top marks but was also presented as a model to other classes. Additionally, during my internship with a local non-profit, I assisted in drafting organizational policies that aligned with state regulations, enhancing the organization's operational effectiveness and legal compliance.

I am particularly drawn to Acme Corporation for its reputation for fostering a collaborative and innovative work environment. I am eager to bring my strong analytical skills and dedication to ethical practice to your legal team. I would welcome the opportunity to discuss how my background, skills, and enthusiasm can contribute to the continued success and compliance of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Taylor