

Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Law Clerk

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Law Clerk position at Acme Corporation, as advertised on your careers page. With a strong academic background in law and a passion for legal research and analysis, I am eager to contribute my skills and dedication to your esteemed firm.

During my time at the University of State, I completed an internship with the Student Legal Aid Clinic, where I assisted in drafting legal documents and conducting research on various cases. My efforts led to a successful outcome for a pro bono client, where I helped prepare a summary judgment motion that was ultimately accepted by the court. This experience not only honed my legal writing abilities but also instilled a strong commitment to advocacy and client service.

Additionally, I served as the president of the Law Society at my university, where I organized workshops and networking events for aspiring legal professionals. This role required me to efficiently manage multiple tasks while effectively communicating with faculty and guest speakers. It reinforced my organizational and interpersonal skills, which I believe are vital for a Law Clerk position.

I am excited about the possibility of discussing how my background and skills can contribute to the success of Acme Corporation. Thank you for considering my application; I look forward to the opportunity to speak with you further about how I can be a valuable addition to your team.

Sincerely,

Jordan Taylor