

Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Legislative Aide

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Legislative Aide position at Acme Corporation, which I discovered on your careers page. As a recent graduate with a degree in Political Science from State University, I am eager to bring my passion for public service and commitment to community engagement to your team. I believe that my academic background and relevant experiences, despite being entry-level, have equipped me with a solid foundation to contribute effectively to your legislative initiatives.

During my time at State University, I had the opportunity to intern with the local council member's office, where I conducted research on community issues and contributed to policy briefs advocating for improved public transportation. This experience not only honed my analytical skills but also reinforced my understanding of the legislative process and the importance of effective communication with constituents. Additionally, I served as the president of the Political Science Club, where I organized debates and forums that engaged students in discussions about local governance. These experiences taught me how to collaborate with diverse groups and convey complex information in an accessible manner.

I am particularly drawn to this position at Acme Corporation because of your commitment to progressive legislative solutions and community advocacy. I am eager to bring my strong work ethic, attention to detail, and a fresh perspective to your team. I am excited about the possibility of contributing to your initiatives and further developing my skills in a hands-on legislative environment.

Thank you for considering my application. I would love the opportunity to discuss how my background, skills, and enthusiasm for public service align with the goals of Acme Corporation. I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Taylor