

Jordan A. Mitchell

January 16, 2026

Acme Corporation

RE: Promotion Law Clerk

Dear Hiring Manager,

I am writing to express my interest in the Promotion Law Clerk position at Acme Corporation, which I discovered on your careers page. I am excited about the opportunity to support your legal team in navigating complex promotional regulations and contributing to the success of your marketing strategies. With a solid foundation in promotional law and a keen understanding of compliance, I am eager to bring my skills to your esteemed organization.

During my internship at Global Law Partners, I successfully assisted in drafting promotional compliance guidelines for several high-profile marketing campaigns. This experience not only honed my legal research abilities but also allowed me to collaborate closely with marketing teams to ensure adherence to advertising regulations. As a result, my contributions helped avoid potential compliance issues, saving the firm significant resources and enhancing our clients' reputations.

Additionally, I led a project to review and update promotional materials for a major client in the consumer goods sector. By meticulously analyzing existing documentation against current legal standards, I identified several areas for improvement which ultimately led to a 20% increase in compliance efficiency. This initiative not only strengthened client trust but also established a robust framework for future promotional activities.

I am very enthusiastic about the possibility of discussing how my background, skills, and enthusiasms align with the needs of your team at Acme Corporation. Thank you for considering my application, and I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan A. Mitchell