

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Career Change Court Reporter

Dear Hiring Manager,

I am excited to apply for the Career Change Court Reporter position at Acme Corporation, as advertised on your company's careers page. With a strong background in communications and a keen attention to detail, I am eager to transition my skills into the court reporting field, where I can contribute to the accurate documentation of legal proceedings.

In my previous role as a communications specialist, I honed my ability to listen actively and transcribe complex information quickly. I successfully managed several high-stakes projects, including the live documentation of corporate meetings and presentations, which improved our internal communication process by 30%. My experience in this role not only strengthened my typing speed—averaging 90 words per minute—but also emphasized the importance of clarity and precision in written communication. Additionally, I undertook a freelance project that involved transcribing interviews for a documentary, where my meticulous attention to detail ensured all information was accurately captured, earning positive feedback from the production team.

I am particularly drawn to Acme Corporation's commitment to excellence in legal reporting and your reputation for employing innovative techniques to enhance work efficiency. I am eager to bring my strong work ethic and dedication to your team and further develop my skills in court reporting. I look forward to the opportunity to discuss how my background in communications and my passion for this new career path can add value to your esteemed organization. Thank you for considering my application.

Sincerely,

Jordan Taylor