

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Career Change Legal Assistant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Legal Assistant position at Acme Corporation, as advertised on LinkedIn. With a strong foundation in administrative support and a passion for the legal field, I am eager to leverage my skills in a new and challenging environment. The opportunity to contribute to your esteemed team is one that excites me greatly, as I admire Acme Corporation's commitment to excellence and innovation in legal services.

In my previous role as an Executive Assistant at XYZ Enterprises, I honed my organizational and communication skills while supporting a team of executives and managing complex schedules. One of my key achievements was streamlining the document management process, which reduced retrieval time by 30% and significantly improved overall efficiency. Additionally, I took the initiative to develop a comprehensive training manual for new hires, which not only enhanced onboarding processes but also fostered a more knowledgeable team. These experiences have equipped me with the ability to manage multiple tasks effectively and ensure that critical details are never overlooked.

I am particularly drawn to this role because it allows me to pivot my career towards the legal sector, an area I have always been passionate about. I am excited about the possibility of applying my administrative skills to support legal professionals at Acme Corporation. I am confident that my proactive approach and ability to adapt quickly will make me a valuable asset to your team.

I would welcome the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application; I look forward to the possibility of contributing to Acme Corporation as a Career Change Legal Assistant.

Sincerely,

Jordan Smith