

# Jordan L. Thompson

January 16, 2026

Acme Corporation

RE: Career Change Legal Secretary

Dear Hiring Manager,

I am writing to express my enthusiasm for the Career Change Legal Secretary position at Acme Corporation, as advertised on your careers page. With a solid background in administrative support and a keen interest in the legal field, I am excited about the opportunity to contribute to your team and support your clients with diligence and professionalism.

In my previous role as an Executive Assistant at a fast-paced technology firm, I honed my organizational and communication skills, managing multiple schedules and projects simultaneously. One of my key achievements was streamlining the document retrieval process by implementing a new electronic filing system, which reduced retrieval times by 30% and significantly improved team productivity. Additionally, I played a crucial role in preparing comprehensive reports for senior management, which required meticulous attention to detail and a high level of confidentiality—skills that are directly transferable to the Legal Secretary position.

I am particularly drawn to this role at Acme Corporation because of your commitment to excellence and innovation in the legal sector. I have a strong aptitude for understanding complex information and translating it into accessible content, which I believe is essential for assisting attorneys and clients alike. I am eager to leverage my administrative expertise and enthusiasm for the legal profession to contribute positively to your firm.

I look forward to the possibility of discussing how my background, skills, and certifications can be an asset to your team at Acme Corporation. Thank you for considering my application. I hope to bring my dedication to supporting your legal team and contributing to the success of your clients.

Sincerely,

Jordan L. Thompson