

# Jordan Avery Thompson

January 16, 2026

Acme Corporation

RE: Career Change Paralegal

Dear Hiring Manager,

I am excited to apply for the Career Change Paralegal position at Acme Corporation, which I discovered through LinkedIn. With a strong background in project management and a keen interest in law, I am eager to leverage my skills and experience in a new capacity that supports your legal team and contributes to the firm's success.

During my previous role as a Project Coordinator at Tech Innovations, I successfully managed a cross-functional team to streamline our contract review process, resulting in a 25% reduction in turn-around time for contract approvals. This experience not only honed my organizational and analytical skills but also heightened my awareness of legal documentation and compliance requirements. Additionally, I have developed strong research skills through my work in preparing detailed reports and presentations, which involved analyzing complex data and distilling it into actionable insights for stakeholders.

I am particularly drawn to Acme Corporation's commitment to excellence in legal services and your focus on professional development. I am eager to bring my proactive approach and dedication to continuous learning to the paralegal team. I would be thrilled to further discuss how my background and skills align with the needs of your firm. Thank you for considering my application; I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan Avery Thompson