

Jordan A. Smith

January 16, 2026

Acme Corporation
RE: Court Reporter

Dear Hiring Manager,

I am excited to apply for the Court Reporter position at Acme Corporation, as advertised on your careers page. With a strong background in legal transcription and a passion for ensuring accurate courtroom records, I am eager to bring my expertise to your esteemed team.

In my previous role at Justice Court, I successfully transcribed over 200 hours of court proceedings each month, maintaining an accuracy rate of 98.5%. This level of precision not only facilitated smooth courtroom operations but also earned me commendations from judges and attorneys alike. Additionally, I developed a streamlined process for managing transcripts, which reduced turnaround time by 30%, allowing for quicker access to vital case information for legal teams. My ability to swiftly adapt to varying courtroom dynamics has enabled me to thrive in high-pressure environments while maintaining the quality of my work.

I am particularly drawn to Acme Corporation's commitment to technological integration in the legal field. I have experience utilizing advanced stenographic equipment and software, which I believe aligns well with your initiatives to enhance reporting efficiency and accuracy. I am eager to bring my skills in both traditional and digital reporting methods to your organization.

I would welcome the opportunity to further discuss 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 possibility of contributing to your esteemed organization.

Sincerely,

Jordan A. Smith