

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Court Clerk

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Court Clerk position at Acme Corporation, which I discovered on your careers page. I am eager to contribute to your team by ensuring the smooth operation of court proceedings and maintaining accurate records. With my solid background in administration and my attention to detail, I believe I am well-suited for this role.

During my internship at the Downtown Legal Aid Clinic, I had the opportunity to assist with the organization of case files and the preparation of court documents. I successfully streamlined the filing process, which reduced the average time for document retrieval by 30%. This experience honed my organizational skills and taught me the importance of maintaining meticulous records—crucial skills for the Court Clerk position. Additionally, I volunteered at the county courthouse, where I observed court proceedings and assisted in managing public inquiries, further solidifying my understanding of court operations and the need for effective communication.

I am particularly drawn to Acme Corporation's commitment to fostering a supportive environment for both employees and the community. I am eager to bring my skills in record management and my passion for public service to your esteemed organization. I would welcome the opportunity to discuss how my background, skills, and enthusiasm for the legal field can contribute to the ongoing success of your team. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Lee Thompson