

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Court Reporter

Dear Hiring Manager,

I am writing to express my strong interest in the Entry Level Court Reporter position at Acme Corporation, which I discovered on your careers page. With a passion for the legal field and a solid foundation in court reporting, I am excited about the opportunity to contribute to your esteemed organization. I am particularly attracted to Acme's commitment to accuracy and integrity, values that resonate deeply with my professional philosophy.

During my time at community college, I completed an intensive court reporting program where I honed my skills in transcription and shorthand. I achieved a 95% accuracy rate in real-time transcription during mock trials, which prepared me to effectively capture spoken dialogue with precision. Additionally, I interned with a local court, where I assisted seasoned reporters by preparing case files and learning the nuances of courtroom procedures. This experience not only enhanced my technical skills but also deepened my understanding of legal terminology and protocols.

I am eager to bring my dedication and skills to Acme Corporation, where I can contribute to your team's success. I am particularly impressed by your innovative approach to court reporting technology, and I believe my adaptability and eagerness to learn will complement your existing team. I would welcome the opportunity to discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of discussing my candidacy further.

Sincerely,

Jordan Taylor