

Jordan A. Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Legal Assistant

Dear Hiring Manager,

I am excited to apply for the Entry Level Legal Assistant position at Acme Corporation, which I discovered on your careers page. With a strong educational background in legal studies and practical experience gained through internships, I am eager to contribute to your team and support your legal processes with diligence and attention to detail.

During my time as an intern at Smith & Johnson Law Firm, I successfully assisted in preparing case files by organizing documents and conducting thorough research to support ongoing litigation. My ability to manage competing deadlines was demonstrated when I helped streamline the document review process, leading to a 20% reduction in preparation time for client meetings. Additionally, I was responsible for drafting correspondence and summarizing legal documents, which honed my written communication skills and reinforced my understanding of legal terminology.

I am particularly drawn to Acme Corporation because of your commitment to providing exceptional legal services, and I believe my proactive approach and enthusiasm for the law would be a perfect fit for your team. I am eager to bring my dedication and skills to your organization and contribute to your mission of delivering outstanding legal support. I would appreciate the opportunity to discuss how I can assist your team further and look forward to the possibility of an interview. Thank you for considering my application.

Sincerely,

Jordan A. Thompson