

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Entry Level Paralegal

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Paralegal position at Acme Corporation, as advertised on your careers page. With a strong academic background in legal studies and hands-on experience in law-related environments, I am excited about the opportunity to contribute to your team and support your mission of providing exceptional legal services.

During my internship at Smith & Associates Law Firm, I assisted in the preparation of legal documents, including pleadings and contracts, which honed my attention to detail and understanding of legal terminology. I was responsible for conducting extensive legal research for several ongoing cases, allowing me to develop a comprehensive understanding of case law and legal principles. My efforts directly contributed to a successful outcome for our client in a complex civil dispute, showcasing my ability to apply theoretical knowledge to real-world scenarios.

Additionally, while volunteering at the local legal aid clinic, I collaborated with attorneys to help underprivileged clients navigate the legal system. I facilitated client interviews, gathered necessary documentation, and maintained accurate case files, which improved our operational efficiency by 20%. This experience reinforced my commitment to social justice and provided me with a unique perspective on the importance of accessible legal services.

I am eager to discuss how my background and skills align with the needs of Acme Corporation. Thank you for considering my application. I look forward to the opportunity to contribute to your team and support your clients effectively.

Sincerely,

Jordan Lee Thompson