

# Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Court Reporter

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Court Reporter position at Acme Corporation, as advertised on your company website. With over five years of experience in court reporting, I have honed my skills in creating precise legal transcripts and delivering timely reports, and I believe my expertise aligns perfectly with the needs of your team.

During my tenure as a freelance court reporter, I achieved a 98% accuracy rate in transcript production, which significantly enhanced the efficiency of legal proceedings for my clients. For instance, I successfully covered a high-profile trial where I managed to deliver daily transcripts within a 24-hour turnaround. This commitment not only helped the legal team prepare effectively but also earned me commendations from my clients for my professionalism and reliability. Additionally, I implemented a digital filing system that streamlined document retrieval, reducing turnaround time by 30%, which was particularly beneficial during lengthy cases.

I am particularly drawn to this full-time opportunity at Acme Corporation because of your commitment to innovation in legal services. I am eager to bring my unique skill set and dedication to excellence to your esteemed organization. I am looking forward to the possibility of discussing my application further and am enthusiastic about the prospect of contributing to your team. Thank you for considering my application.

Sincerely,

Jordan Smith