

Jordan Smith

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Legal Assistant

Dear Hiring Manager,

I am writing to express my enthusiasm for the Freelance To Full Time Legal Assistant position at Acme Corporation, which I discovered on LinkedIn. With over three years of experience in legal assistance, including a successful freelance career, I am excited about the opportunity to contribute my skills to your esteemed organization.

In my previous role as a freelance legal assistant, I successfully managed a diverse caseload that included civil litigation and family law matters. One notable achievement was my involvement in a multi-party civil case where I streamlined the document management process, reducing retrieval time by 30%. By implementing an organized filing system and utilizing legal software effectively, I ensured that our team had immediate access to critical documents, which directly contributed to the case's success. Additionally, I assisted in drafting legal briefs and correspondence, receiving commendations from clients for my attention to detail and timely communication.

I am particularly impressed by Acme Corporation's commitment to providing exceptional legal services and your focus on professional development for your team. I believe my ability to handle high-pressure situations, coupled with my proactive approach to problem-solving, aligns well with your company's values. I am eager to bring my expertise in legal research and administrative support to your firm, ensuring that your legal team operates smoothly and efficiently.

I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of Acme Corporation. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan Smith