

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Freelance To Full Time Paralegal

Dear Hiring Manager,

I am excited to submit my application for the Freelance To Full Time Paralegal position at Acme Corporation, which I discovered on your careers page. With over five years of experience providing paralegal support in various legal environments, I am eager to bring my expertise in legal research, document preparation, and case management to your esteemed firm.

During my time as a freelance paralegal, I successfully managed a diverse range of cases, from family law disputes to corporate compliance matters. One of my key achievements was assisting a small business client in navigating a complex regulatory environment, which resulted in a timely and successful acquisition. I meticulously drafted all necessary legal documents and coordinated with multiple stakeholders, ensuring that all legal requirements were met ahead of schedule. Additionally, I streamlined the documentation process for a family law case that involved multiple hearings, reducing preparation time by 30% without compromising quality. This experience honed my ability to work independently while also collaborating effectively with attorneys and clients.

I am particularly drawn to Acme Corporation because of your commitment to innovative legal solutions and your focus on client satisfaction. I am enthusiastic about the opportunity to transition my freelance expertise into a full-time role that allows me to contribute to your team's success. I would love to discuss how my background, skills, and proactive approach can align with the goals of Acme Corporation. Thank you for considering my application, and I look forward to the possibility of contributing to your team.

Sincerely,

Jordan Lee Thompson