

Jordan Anderson

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Acme Corporation

RE: Internship Court Reporter

Dear Hiring Manager,

I am excited to apply for the Internship Court Reporter position at Acme Corporation, which I discovered on your careers page. The opportunity to contribute to a team that upholds the integrity of the legal system resonates deeply with my passion for justice and communication. I am eager to bring my skills in transcription and attention to detail to your esteemed organization.

During my studies at the University of Law, I completed a rigorous court reporting program where I achieved an exceptional 98% accuracy rate in transcription. This experience not only enhanced my typing speed to over 200 words per minute but also honed my ability to capture complex legal dialogue in real-time. Additionally, I successfully completed a semester-long internship with the local court, where I assisted in documenting court proceedings, allowing me to gain firsthand experience in the legal environment and the importance of precise reporting.

Furthermore, I was actively involved in the university's Court Reporting Association, where I organized workshops to help peers improve their skills in legal terminology and transcription techniques. This not only reinforced my knowledge but also demonstrated my commitment to the field of court reporting and my ability to work collaboratively in a team setting. I believe these experiences have prepared me well for the challenges of the Internship Court Reporter position at Acme Corporation.

I am very enthusiastic about the possibility of discussing how my background, skills, and aspirations align with the needs of your team. Thank you for considering my application. I look forward to the opportunity to speak with you further about how I can contribute to Acme Corporation.

Sincerely,

Jordan Anderson