

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: Internship Legal Secretary

Dear Hiring Manager,

I am writing to express my enthusiasm for the Internship Legal Secretary position at Acme Corporation, as advertised on your careers page. With a strong academic background in legal studies and hands-on experience in administrative support, I am excited about the opportunity to contribute to your team while furthering my professional development in a dynamic legal environment.

During my time as a volunteer at the University Legal Clinic, I gained valuable experience in maintaining client records, drafting correspondence, and organizing case files. I successfully coordinated a pro bono workshop that assisted over 30 clients with their legal inquiries, honing my organizational and communication skills. Additionally, I completed an internship at a local law firm where I managed multiple schedules for attorneys and facilitated client meetings, ensuring that all documentation was prepared and accessible. My proactive approach allowed the team to increase efficiency, reducing administrative delays by 20%.

I am particularly drawn to Acme Corporation due to its commitment to providing exceptional legal services and its focus on community impact. I believe that my attention to detail, along with my ability to work collaboratively in a fast-paced environment, aligns well with the values of your firm. I am eager to bring my skills in research and document management to your esteemed organization and contribute positively to your legal team.

I look forward to the opportunity to discuss how my background, skills, and enthusiasm can be an asset to Acme Corporation. Thank you for considering my application. I hope to hear from you soon to arrange an interview.

Sincerely,

Jordan Lee Thompson