

Jordan Mitchell

January 16, 2026

Acme Corporation
RE: Legal Assistant

Dear Hiring Manager,

I am writing to express my interest in the Legal Assistant position at Acme Corporation, as advertised on LinkedIn. With a strong background in legal support and a passion for the field, I am excited about the opportunity to contribute to your esteemed firm. My experience aligns well with the responsibilities outlined in the job description, and I am eager to bring my skills to your team.

In my previous role at Smith & Associates, I successfully managed a diverse caseload, which included preparing legal documents, conducting legal research, and assisting attorneys with trial preparation. One notable achievement was streamlining our document management system, which reduced retrieval time by 40%, allowing our legal team to focus more on client representation. Additionally, I played a key role in a complex case involving intellectual property rights, where my research and organizational skills contributed to a favorable outcome for our client, enhancing my ability to work under pressure while maintaining a high level of accuracy.

I am particularly drawn to Acme Corporation due to its commitment to excellence and innovation in the legal field. I am enthusiastic about the possibility of bringing my unique strengths to your firm, where I can further develop my career while supporting your team in delivering outstanding legal services. I would greatly appreciate the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application, and I look forward to the possibility of contributing to the success of Acme Corporation.

Sincerely,

Jordan Mitchell