

Jordan W. Sinclair

January 16, 2026

Acme Corporation

RE: Legal Researcher

Dear Hiring Manager,

I am excited to apply for the Legal Researcher position at Acme Corporation, as advertised on your careers page. With a strong background in legal research and analysis, complemented by my passion for supporting legal teams in driving effective outcomes, I am eager to contribute to your esteemed organization.

During my previous role at Global Law Associates, I successfully led a comprehensive research project that streamlined case preparation for a major litigation case, resulting in a 25% reduction in time spent on preliminary research. By utilizing advanced legal databases and analytical tools, I was able to uncover critical precedents that not only strengthened our client's position but also enhanced our team's overall strategic approach. Furthermore, I contributed to a collaborative effort that developed an internal database of case law and regulatory updates, which improved access to vital information across our legal department and significantly increased our efficiency in responding to client inquiries.

I am particularly drawn to the innovative legal strategies employed by Acme Corporation and am eager to leverage my skills in this dynamic environment. I look forward to the opportunity to discuss how my background in legal research, along with my commitment to delivering precise and actionable insights, can benefit your team. Thank you for considering my application; I hope to speak with you soon.

Sincerely,

Jordan W. Sinclair