

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Legal Secretary

Dear Hiring Manager,

I am writing to express my enthusiasm for the Legal Secretary position at Acme Corporation, as advertised on your careers page. With a robust background in legal administration and a keen attention to detail, I am excited about the opportunity to contribute to your esteemed legal team.

In my previous role at Smith & Associates, I successfully managed a high volume of case files, ensuring that all documents were meticulously organized and filed in compliance with legal standards. I implemented a digital filing system that reduced retrieval times by 30%, enabling attorneys to access critical information more efficiently. Additionally, I played a key role in preparing trial binders for several high-profile cases, which contributed to a 25% improvement in our team's overall preparedness during court proceedings.

Moreover, I have developed strong relationships with clients and external partners through effective communication and exceptional customer service. My proactive approach allowed me to collaboratively work with legal professionals and clients alike, resulting in a 15% increase in client satisfaction scores during my tenure. I pride myself on my ability to perform under pressure while maintaining accuracy and professionalism in all aspects of my work.

I am eager to bring my expertise in legal support and administration to Acme Corporation and am excited about the prospect of discussing how my skills align with your team's needs. Thank you for considering my application, and I look forward to the opportunity to speak with you further.

Sincerely,

Jordan Taylor