

Jordan Taylor

January 16, 2026

Acme Corporation

RE: No Experience Court Reporter

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Court Reporter position at Acme Corporation, as advertised on your careers page. With a strong interest in the legal field and a keen attention to detail, I am excited about the opportunity to contribute to your team while honing my skills in court reporting.

Though I am new to the profession, my background in transcription has equipped me with valuable skills that I believe would be beneficial in this role. For instance, during my time as a freelance transcriptionist, I successfully transcribed over 100 hours of audio content, maintaining a high accuracy rate of 98%. This experience has sharpened my ability to listen intently and capture critical information in real-time, which I understand is essential for a court reporter. Additionally, I completed a course in legal terminology, where I achieved top marks, demonstrating my commitment to understanding the legal framework and language crucial for this position.

I am particularly drawn to Acme Corporation's reputation for excellence and commitment to professional development. I am eager to learn and grow as part of your team and would appreciate the opportunity to discuss how my dedication and skills could contribute to your organization. Thank you for considering my application; I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan Taylor