

Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: No Experience Legal Assistant

Dear Hiring Manager,

I am writing to express my enthusiasm for the No Experience Legal Assistant position at Acme Corporation, as advertised on your careers page. With a strong desire to begin my career in the legal field, I am drawn to Acme Corporation's commitment to excellence and innovation, and I am eager to contribute to your team while learning from the best in the industry.

During my studies at University of State, I developed strong organizational and communication skills that I believe will be beneficial in the legal assistant role. I successfully coordinated a community legal workshop, where I partnered with local attorneys to provide free legal advice to underserved populations. This experience honed my ability to manage multiple tasks and collaborate with diverse teams, ensuring that all participants received the support they needed. Additionally, I volunteered as a research assistant for a professor specializing in contract law, where I assisted in compiling case studies and summarizing findings, further solidifying my understanding of legal processes and terminology.

I am particularly impressed by Acme Corporation's focus on professional growth and mentorship, and I am eager to learn from experienced legal professionals. I am confident that my proactive approach and willingness to learn will allow me to effectively support your legal team. I would welcome the opportunity to discuss how my background, skills, and enthusiasm can align with the goals of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan Lee Thompson