

# Jordan Lee Thompson

January 16, 2026

Acme Corporation

RE: No Experience Paralegal

Dear Hiring Manager,

I am excited to apply for the No Experience Paralegal position at Acme Corporation, as advertised on your careers page. With a strong foundation in legal studies and a passion for the legal field, I am eager to contribute to your team and support your mission of providing exceptional legal service to your clients.

During my time at university, I completed an internship with a community legal aid clinic, where I assisted attorneys in preparing case files and conducting legal research. This hands-on experience not only honed my organizational skills but also deepened my understanding of the legal processes involved in case management. Additionally, I served as the president of the Pre-Law Society, where I organized workshops and events to educate fellow students about legal careers. This role enhanced my leadership and communication skills, which I believe are vital for a successful paralegal.

I am particularly drawn to Acme Corporation because of your commitment to innovative legal solutions and community involvement. I am eager to bring my research abilities and strong attention to detail to your firm. I am also dedicated to continuing my professional development through ongoing education and training, ensuring that I can effectively support your legal team from day one.

I would love the opportunity to discuss how my background and enthusiasm can align with the goals of Acme Corporation. Thank you for considering my application, and I look forward to the possibility of contributing to your esteemed firm.

Sincerely,

Jordan Lee Thompson