

# Jordan A. Smith

January 16, 2026

Acme Corporation

RE: Paralegal

Dear Hiring Manager,

I am writing to express my enthusiasm for the Paralegal position at Acme Corporation, which I discovered on your careers page. With a strong background in legal support and a commitment to excellence, I am excited about the opportunity to contribute to your team and support your legal operations.

In my previous role at Legal Solutions Inc., I successfully managed a caseload of over 50 active files, ensuring that all documents were meticulously organized and deadlines were consistently met. One of my key achievements was streamlining the document review process, which reduced the turnaround time for case preparation by 20%. Additionally, I assisted in the preparation for trial by compiling evidence and developing case strategies, which led to a favorable verdict in a complex civil litigation case. My attention to detail and ability to work under pressure were instrumental in achieving these results.

I am particularly drawn to Acme Corporation because of its reputation for innovation and dedication to client service. I am eager to bring my skills in legal research, drafting, and client communication to your firm. I am confident that my proactive approach and strong work ethic will make a positive impact on your legal team.

I would appreciate the opportunity to discuss how my background and skills align with the needs of Acme Corporation. Thank you for considering my application; I look forward to the possibility of contributing to your esteemed organization.

Sincerely,

Jordan A. Smith