

# Jordan M. Thompson

January 16, 2026

Acme Corporation

RE: Promotion Legal Secretary

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Legal Secretary position at Acme Corporation, as advertised on your careers page. With over five years of experience in legal support roles, I am excited about the opportunity to contribute to your team and help streamline your legal operations.

In my previous position at Gray & Associates, I successfully managed a high-volume case load, overseeing the organization and maintenance of client files, which led to a 20% increase in efficiency for our legal team. My exceptional attention to detail ensured that all documents were filed accurately and on time, which significantly reduced the number of errors and improved client satisfaction ratings. Additionally, I played a key role in implementing a new digital filing system that decreased retrieval time by 30%, allowing our attorneys to focus more on their legal strategies and client interactions.

I am particularly drawn to this position at Acme Corporation due to your commitment to innovation in the legal field. I believe my skills in document preparation, calendar management, and cross-departmental communication will be valuable in supporting your team's objectives. I am eager to bring my proactive approach and strong organizational abilities to Acme, ensuring that all legal matters are handled efficiently and professionally.

I would appreciate the opportunity to discuss how my experience and skills can contribute to the ongoing success of Acme Corporation. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,

Jordan M. Thompson