

Jordan A. Thompson

January 16, 2026

Acme Corporation
RE: Promotion Paralegal

Dear Hiring Manager,

I am writing to express my enthusiasm for the Promotion Paralegal position at Acme Corporation, as advertised on your careers page. With a strong background in legal research and compliance, I am excited about the opportunity to contribute to your team and support your initiatives in a fast-paced environment.

In my previous role as a Paralegal at Global Law Associates, I successfully managed a complex portfolio of promotional materials, ensuring compliance with state and federal advertising regulations. I spearheaded a project that involved the review and revision of over 200 marketing documents, which resulted in a 30% reduction in compliance issues and improved approval turnaround times. Additionally, I assisted in drafting comprehensive reports that detailed our adherence to regulatory standards, which not only enhanced our internal auditing processes but also earned commendation from senior management for our proactive approach.

Furthermore, I have a proven track record of collaborating effectively with cross-functional teams, including marketing and compliance, to streamline promotional strategies. At my previous employer, I led training sessions for new paralegals and marketing staff on best practices for promotional compliance, which significantly improved our overall team efficiency and cohesion. I believe these experiences have equipped me with the tools necessary to excel in the Promotion Paralegal role at Acme Corporation.

I am very interested in the opportunity to discuss how my background and skills align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to the innovative work at Acme Corporation and am eager to discuss my candidacy further.

Sincerely,

Jordan A. Thompson