**Legal Assistant Cover Letter Sample 1**

**Alice Hermitage**  
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223 – 615 - 1147

**Mr. Albert Williamson**  
**Williamson & Purge Incorporated**  
1709 Grass Root Road, Richmond, Virginia, 40052

Dear Mr. Williamson,

Upon reviewing your posting for a legal assistant job, I felt compelled to submit my resume, and express my heightened interest in the position. I am a graduate of the William and Many Law School here in Virginia, and am proud to say that I graduated in the top 10 percentile of my class. With my comprehensive knowledge of legal principles, and my never ceasing commitment to providing exceptional client service, I am confident I would be of help to your legal team.

My current employer, Maskeet LLP, has given me a great opportunity to hone my skills and develop my techniques, but I am ready to expand my horizons and grow my career. From preparing case files and conducting in-depth legal research, to preparing synopses and analyzing client information for attorneys, my responsibilities at Maskeet LLP have given me a chance to work with a plethora of diverse cases.

During my time with Maskeet, I was able to establish myself in my areas of expertise, and become proficient in handling cases in many areas of domestic, civil, and criminal doings. I have also focused on working with person injury cases. As a result, I can offer your business a unique level of expertise in drafting responses to counterclaims, motions for discovery sanctions, and motions to dismiss. Working temporarily at a workers' compensation law firm has also helped me glean experience, and expand my knowledge of workers' compensation procedures and rules.

With a strong and solid foundation in the fundamentals of legal strategies, my superior communication skills, time management skills, and resourcefulness, I can thrive in this challenging field. As you read through my resume, you will also find that I possess an exceptional attention to details, computer competence, organizational abilities, and the up-most integrity when it comes to handling cases, and maintaining client and confidential information.

My core strengths in legal research, client service, and court interactions, in conjunction with my finely honed legal support skills, make me well positioned to vastly exceed your expectations. I look forward to discussing with you the rest of my credential, as well as this position, in further detail. Thank you for your time and consideration.

Sincerely,  
Alice Hermitage