

Legal Assistant Cover Letter Sample 2

Brian Kensington

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223 – 628 – 4414

Mrs. Cynthia Welsh

Buxom & Brand Industries

2203 Nestled Brook Lane, Fairfax, Virginia, 40055

Dear Mrs. Welsh,

I am writing to show my interest in the recent open legal assistant position you have listed on Indeed.com. I am a hardworking, serious, detail oriented, focused, and reliable individual, who is quick at learning, and an efficient multitasker. I possess the ability to independently manage and complete projects successfully and in a timely manner, and I wish to bring my skills to your team. I am a graduate of the Washington and Lee University's School of Law, and proudly own the Juris Doctor (JD) degree required for legal practices.

Working for Plainer Justice Associations, my regular responsibilities include processing court filings, filling out forms, and conducting in depth research regarding court rules. Additionally, my expertise includes drafting pleadings, transmittal letters, martial agreements, child custody papers, and legal separation papers. My experiences at Plainer Justice Associations has also given me the opportunity to schedule court depositions, as well as be in charge of managing data bases, hard files, and all other aspects of a law office.

Throughout my career, I have maintained superior performance standards within a diverse range of administrative functions. You will find this clearly illustrated in my resume. Most recently, my accomplishments include contributing to the increase of the firm's client base. Furthermore, during my time with Plainer Justice Association, I was able to create a highly effective organizational filing system that increased productivity and improved time management at the office.

Other qualifications and skills I can offer your team would be my successful track record supporting the efforts of many executive level staff members, including senior partners and CFOs. I possess an outstanding work ethic, an ability to work well independently as well as with a team, and strong and thorough research and writing skills. I am a highly dependable and self-motivated individual.

The attorneys with whom I have had the privilege of working have provided me with recommendations, and I would appreciate the opportunity to present these to you, and introduce myself as a candidate for your open legal assistant position. I believe you will find I meet and

exceed all your qualifications. Thank you for your time and consideration, and I look forward to speaking with you again.

Sincerely,
Brian Kensington