**Frederick Pierce, Esq.**

**[Street Address] ⬩ New York, NY 55900 ⬩ CELL: 666-555-4444 ⬩ [Email Address]**

**Today’s date**

Mr. Edwin Bryant, Esq.

A&B Lawyers Firm

Address, City, State, zip

**Re: Attorney Position**
Dear Mr. Bryant,

I hereby present my candidacy for the position of attorney posted on your website and am attaching my resume for your consideration.

My 14 years of experience in litigation have positioned me as a legal hero to my clients and a formidable adversary to their opponents. Analytic skills, attention to detail, and broad legal knowledge enable me to fairly represent clients and achieve justice on their behalf.
My J.D. is from Pepperdine University of Law, and I also have an MBA from the University of Texas.

During my initial meeting with potential clients, I am able to screen out those whose cases will not result in favorable outcomes and advise them of alternate avenues. For the clients I accept, I research their situation and arguments, compare with past legal rulings and regulations, and prepare documentation for trial.

I represent the client in court coolly or theatrically, depending on the judge, and defend them strenuously against lawsuits. My rate of convictions as a prosecutor is 89%, and I usually maintain a weekly caseload of 15 cases.

I am very interested in joining your legal firm, as my contribution will impact positively on the firm and its clients.

My perseverance and determination will be at your retention.
Please contact me at [Email Address] or 666-555-4444 to arrange for a personal meeting.

Thank you,

**Frederick Pierce**

**Enclosure: Resume**