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| **Ray Crawford** | C: (444) 666-8888, H: (444) 444-3333  [Email Address]  [Street Address], New York, NY 55900 |

**Today’s date**

Adv. Chad Warren  
Warren & Co. Law Office

Address, City, State, zip

**Re: Legal Assistant Job Opening, advertised in The Lawyer’s Advocate Magazine**

Dear Sir,

In response to your help wanted ad in The Lawyer’s Advocate for a legal assistant, I hereby tender my attached resume.

My ten years of experience in working as a legal assistant for a busy law practice have given me much familiarity with closings, wills, trials, and leases.   
I would be pleased to join your staff and assist the office with my professional skills.

At my current position, the services I perform include:

* Handling legal documents.
* Reorganizing the partners’ law library with updated legislation, and multi-tasking office work.
* Writing audit letters and other correspondence.
* Answering phones, and directing clients to their lawyer.
* In addition, I assisted in preliminary preparation of cases by performing research on precedents and rulings and by analyzing legal data.

My organizational skills enable me to meet deadlines, and I’m frequently available and willing to be of assistance to other staff members, whether by offering suggestions or lending a hand with their work load.

In closing, I respectfully request the honor of a personal interview to extend any further information you may require. My contact information is herewith included: 444-666-8888 or [Email Address].

Thank you for your time.

**Ray Crawford**

**Enclosure: Resume**