**Patrick Mitchell**

**[Street Address] ⬩ New York, NY 55900 ⬩ CELL: 555-555-55555 ⬩ [Email Address]**

**Today’s date**

Mr. Jay Boots, Esq.

Company name

Address, City, State, zip

**Re: Lawyer/ Attorney Position**

Dear Mr. Boots, Esq.

Greetings.
I would like to offer my candidacy as an attorney for your law firm, pursuant to your posting in this month’s Advocate’s Advisor.

After graduating Mercer University – Walter F. George School of Law summa cum laude, I accepted a position at P & L Co. Partners, wherein I represented a broad range of clients in litigation.

I provided counsel to clients regarding their rights, obligations, and likelihood of winning a case should it go to court, and successfully negotiated settlements when a trial option was not indicated.

Although I gained much expertise and experience in my current employment, I will be relocating to the West Coast, so I read your posting in the Advocate’s Advisor with much interest.

Highlights of my legal career include:

* Collecting evidence for clients resulting in a favorable judgment.
* Obtaining maximum benefits for clients in out-of-court settlements, sometimes even more than the client had expected.
* Summarizing intricate legal cases and locating obscure precedents.

From my research about your firm, it appears that the client base with which you deal is similar to our clients here in Andover, MA.

I would be very pleased to serve them and your firm with my excellent legal knowledge and communication skills.

Please see my attached resume and be in contact me to arrange a personal meeting at a mutually convenient time.

Thank you.

**Patrick Mitchell**

**Enclosure: Resume**