Doris Sullivan

[Street Address] | New York, NY 55900 | 222-333-4444 | [Email Address]

Today’s date

Ms. Pamela Carter, Hiring Manager

Bar and Co. Law Firm

Address, City, State, zip

Re: Legal Secretary, Advertised On [Job Board]

Dear Pamela Carter,

Regarding your job posting for a legal secretary for your law firm, I am enclosing my resume for your perusal.

As you can see from my resume, I have twelve years of experience in working for legal firms and was able to utilize my organizational skills to ensure the effective functioning of the office so the attorneys could focus on their preferred areas of meeting clients, preparing for trials, and composing contracts, rather than squandering their time on petty details.

Included in the “petty details” that I executed competently are preparing needed documents and client files, as well as assisting paralegals in their duties. I interacted professionally with clients, answering their questions (of course, not actually providing legal advice!), and scheduled appointments for the legal staff with clients.

I regularly updated our database, assisted with correspondence, and aided in maintaining office policies.

I would be very interested in meeting with you for the purpose of providing any further information you require in reference to the position.

You can easily reach me by calling me at 222-333-4444 or by email ([Email Address]), and we can arrange a mutually convenient time to meet.

Thank you in advance.

Doris Sullivan