**LEGAL ASSISTANT COVER LETTER**

Dear Human Resources Director,

I am applying for a legal assistant position at ABC Law Firm. I am an experienced assistant and have been specializing in family law at XYZ Associates for the past 3 years. I have assisted our attorneys with divorce, child support, custody, bankruptcy and medical malpractice cases. I have drawn up pre-nuptial agreements as well as closing documents for real estate transactions.

I earned my Bachelor of Arts in English from Mercer University in Macon, Georgia in 20XX, and followed that with my Certified Legal Assistant **(CLA)** designation which I earned through the National Association of Legal Assistants **(NALA).** Although I greatly enjoy my work as a legal assistant with my current employer, I would like to expand my horizons and work for a firm that works on more diverse cases such as those handled by the legal staff at ABC Law Firm.

I have a great deal of experience interviewing witnesses in preparation for divorce cases and custody hearings. My research skills are impeccable. I spend many hours poring over police reports and evidence as well as researching historical precedence when preparing for a case. I also interview clients on behalf of attorneys, compile information for meetings, put together visually appealing presentations to be used in court and perform administrative tasks for the 4 attorneys in the practice.

My resume is attached along with a letter of reference from one of the partners here at XYZ Associates. I hope you will review these documents and consider my strong qualifications when you are looking to hire a new legal assistant. I am able to conduct a telephone interview at your convenience or come to your office for a personal. You may contact me on my cell phone at (555)-555-5555 or via email at **[email].**

Sincerely,

Holly Henderson

Holly Henderson, CLA