**LEGAL ASSISTANT COVER LETTER**

Dear Human Resources Director,

My name is Lindsey Blake and I am seeking a position as a legal assistant at the ABC Environmental Law Firm. I recently passed the exam and received my Certified Legal Assistant (CLA) designation from the National Association of Legal Assistants. I also hold a Bachelor of Science degree in Ecology. It is my greatest desire to work for a law firm in which the top concern is our nation’s environment.

I believe my undergraduate work in ecology makes me uniquely prepared for a career as a legal assistant with an environmental law firm. I have an extensive background in pollution control, remediation, and resource conservation. While in college at the University of Wyoming I worked part-time as a receptionist and file clerk at XYZ Partners, an environmental law firm that specialized in measuring and apportioning liability in cases of environmental crime. One of the partners, Max Monroe was kind enough to write a letter of reference for me which is attached along with my resume.

I have studied some of the cases in which the ABC Environmental Law Firm has been directly involved pertaining to international environmental treaties. I truly admire your attorneys’ tenacity and commitment. I also find your firm’s analysis of public policy and the role of economics to be highly fascinating as it pertains to the environment. It would be my great honor to be associated with such a firm.

I hope you will consider my attached resume, my job application and the letter of reference when you are in need of a legal assistant. I am available for an interview any time at your convenience and can be reached on my cell phone at (555)-555-5555 or by email at [email] I hope to hear from you soon.

Sincerely,

Signature