**LEGAL ASSISTANT COVER LETTER**

Sept 31, 20XX

Dear Claire,

Having learned of Bear & Jones’ reputation as flawless litigators as soon as I started immersing myself in the world of law, I was more than delighted to see an opening for a Legal Assistant. In my 2 years in this position at Stone, Mason & Zane LLC, I have taken part in preparing more than 25 multimillion-dollar litigations.

In the job ad, you place a strong focus on being familiar with case management software—at my current work, I have become expert at managing documents through I Manage, and managing cases, billing and clients through Clio. I used the functionalities within to define that in my two years there, I have prepared more than 1,250 pages of court documents and legal correspondence. At my firm, I am entrusted with billing clients on behalf of 2 partners—taking responsibility for more than $650,000 annually. Part of my duties is performing client intake duties whenever needed. This year, I have secured the business of 88% of the clients I processed. I have a good grasp on the reality of a high-profile firm, and I am more than confident I can step up to the challenge at Bear & Jones.

My strong interest in this position is due to the reputation of Bear & Jones being not only that of a firm that is effective, but one that plays by the rules. For me, part of the enjoyment of success is knowing that it was earned fairly. For this reason, I believe that this opportunity is the ideal one for me to develop my skillset.

When could we schedule a call or a meeting to discuss how I can apply my litigation preparation experience to help Bear & Jones uphold its stellar reputation?

Thank you,

Sincerely,

John Parsons