**LEGAL ASSISTANT COVER LETTER**

Dear Ms. Green,

I am responding to your ad in the Low Country News for a legal assistant at Green and Green, LLC, Attorneys-at-Law. I currently live in Raleigh, North Carolina where I have been a legal assistant for the last 4 years at Taylor, Griffin and Andrews, PC. I have recently inherited a house and property on the bay from my late uncle; therefore I will be moving to Hilton Head Island, South Carolina very soon. I need to find a job and after reviewing your ad, the position at Green and Green sounds like a good fit for me.

Your ad states that you need an individual with good research skills and research is my one of my strongest points. I am also proficient on the Microsoft Suiteas called for in your ad. I use PowerPoint to make presentations for clients, Access to keep databases with information about cases and Excel to design custom reports for the partners’ monthly meetings. I am experienced with obtaining affidavits as well as depositions from witnesses to be used as evidence in court. I also have experience drafting contracts, mortgages and other documents as mentioned in your ad.

I am a quick study on computer software designed for law firms, especially technology related to electronic discovery. While assisting the attorneys at Taylor, Griffin and Andrews I worked in a variety of legal areas including corporate law, immigration law, family law, intellectual property rights, real estate transactions, employee benefits and personal injury. I believe these work experiences would enable me to bring a valuable skill set to Green and Green should you choose to hire me as one of your legal assistants.

Please feel free to contact me at your convenience on my cell phone at (555)-555-5555 or via email at [email] I hope you will review my resume and contact me if you have questions or would like to discuss any part of it. I hope to have the privilege of working for Green and Green and look forward to hearing from you soon.

Respectfully,

Wendy Lee, CLA