**LEGAL ASSISTANT COVER LETTER**

Darrell Runnels

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Anytown, 5/30/20XX

Mr. Kevin Young

Head of Human Resources

Alexander Dubose & Jefferson LLP

1844 Harvard St.

Houston, TX 77008

Dear Francis,

As a Houston native who admired the legal stature of Alexander Dubose & Jefferson LLP, I was thrilled to come across the opening for a Legal Assistant position with your firm. In my current role as a Legal Assistant with Gray Reed & McGraw, I’ve generated over $130,000 annual revenue while negotiating payment arrangements of assets for attorneys and clients. I’m positive my expertise will help with Alexander Dubose & Jefferson LLP’s upcoming challenges.

I know that the responsibilities for this role in the upcoming quarters will be to optimize our transfer tax forms system for several estate attorneys. While working at Gray Reed & McGraw, I’ve collaborated with city and local administrative bodies to implement an estate planning purpose process. I reduced the overall time spent on preparing for non-Texas deeds with various out-of-state attorneys by 37%. Later, I used the same system to improve instate deeds—that saved Gray Reed & McGraw an average 4 hours per week for two executives.

The industry-famous Alexander Dubose & Jefferson LLP’s emphasis on employee development is why I’m so excited about this opening. I’d love the opportunity to further my professional growth while translating the skills I develop into boosting all major KPIs for your firm.

Can we schedule a call next week to discuss cutting costs and optimizing processes for Alexander Dubose & Jefferson LLP?

Sincerely,

Darrell Runnels

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