**LEGAL ASSISTANT COVER LETTER**

Dear Mr. Malik Rabb,

I am writing in application for the position of Legal Assistant in your firm. As a highly skilled and experienced legal professional, I am confident that my skill set and expertise will prove to be valuable to your firm.

Awarded a Lexis Nexis certificate for research, I take pride in my meticulous research skills combined with a creative problem-solving approach that analyses cases from all angles including the view from outside the box. This approach has resulted in many successful and favorable outcomes for clients and partners of my current firm have applauded my work with bonuses and promotions aplenty.

Not only does my demonstrated skill set stand out, my expertise in all aspects of corporate, with particular attention to compliance law, is a perfect match for the job requirements. My previous job gave me the opportunity to manage my own client files, work closely with equity partners, perform legal research, conduct client meetings and produce contracts, advice, opinion pieces and due diligence reports. As part of the job, correspondences with local authorities and government agencies is commonplace which helped me establish collaborative relationships within these organizations.

With over 6 years of experience in the legal field, I am proud to also contribute to my community through active volunteering with the Personal Support Unit which provides pro bono legal services to those in need.

I look forward to learning more about your firm and am available for an interview at your convenience. Thank you for your kind consideration.

Sincerely,

Signature