**Court Clerk Cover Letter**

Dear Ms. Koeller:

As a skilled legal assistant with dynamic experience in performing diverse clerical and operational tasks to facilitate courtroom efficiency and organization, I am pleased to present the enclosed resume. I am confident that you will find my dedication and solid work ethic to be of value as your next Court Clerk.

My experience in providing general legal assistance has prepared me to make a significant contribution to your courtroom. My background includes successfully recording minutes, administering oaths, preparing legal documents, impaneling juries, and responding to questions from legal staff and the public. Additionally, my technical proficiencies coupled with my excellent communication skills and my deep knowledge of legal procedures and terminology to certain to make me an immediate asset in this position.

Highlights of my experience include the following:

Coordinated all functions of the Surrogates Court office in Pasadena—including communications, document preparation, calendar posting, and mail sorting and routing’throughout seven-year tenure as Court Clerk; prepared an array of legal documents for judicial review and signature.

Established solid relationships through exceptional interpersonal skills; utilized superior organizational, time management, and problem-solving abilities to realize top-flight results.

Ensured all documents complied with confidentiality guidelines, government-mandated deadlines, and judicial regulations.

Successfully compiled and processed more than 180 research requests each month.

Recognized by Pasadena Sheriff’s office for swift, accurate processing of monthly Temporary Restraining Order reports.

With my finely honed skills in general legal support, accompanied by my core strengths in legal research, court interactions, and client service, I am well positioned to vastly exceed your expectations for this role. It will be a pleasure to offer more insight into my qualifications, and I look forward to meeting with you soon.

Thank you for your consideration.

Sincerely,

Joseph P. Gough