**Cover Letter for Legal Jobs**

**Ruby Dale,**  
110 Winchester Street,  
Woodstock, California 01890,  
USA  
email: rubydale@abcd.com  
  
 **Friday, July 19, 20xx**  
  
  
**WW & Associates Law Firm,**  
3802 North California Street,  
Stockton, California 95204,  
USA  
  
  
  
Dear Mr. Williams,  
  
I hereby submit my applications for consideration to the position of Junior Associate Attorney with much enthusiasm. You indicated that you prefer an applicant with experience and expertise in clerical matters.  
  
Well, I am presently serving in that position at the Woodstock Advocates Company. My supervisor is well-pleased with my experience and workmanship. That is why he has offered to reference my application as well.  
  
Prior to joining the firm, I served as a paralegal for commercial and immigration litigations. This took place at the Goldfend and Quandt Bar Associates. I handled 58 cases, a feat that earned me the coveted ACEDS certification.  
  
Given this vast experience, I am better placed to bring in some awesome experience to your law firm. Count me in, particularly for matters case management, trial preparations, and legal drafting and research, e-discovery, and client interviews.  
  
What’s more? I am fluent in both Spanish and English. I am thus appropriately equipped to converse with immigrants mostly from the Spanish speaking world. You may assign me translation roles also if you so wish.  
  
Many thanks yet again in advance for considering my applications. It is my hope that I shall get a chance to present myself for the interviews and to discuss my qualifications in details.

Respectfully yours,  
Ruby Dale,  
Enclosure(s)