**Subject Line: Expressing Interest and Relocating Near Litigation Secretary Position**

**Dear Hiring Manager,**

I’m writing to express my interest in the Litigation Secretary position listed on Monster.com. My resume is attached for your review and consideration.

I am a fast learner, very dependable, organized, and computer savvy. I have extensive experience assisting firm attorneys and multiple paralegals, as well as supervising and managing an office. While I currently reside in Los Angeles, I will be moving to San Francisco at the end of the month.

I look forward to the opportunity to meet with you to learn more about your firm, its plans and goals, and how I might contribute to its continued success.

I can be your ideal candidate if given this opportunity.

**Thank you.**

**Kind regards,**

**First Last Name  
Phone  
Email**