**Subject Line: John Mentioned Your Firm is Seeking a Litigation Secretary**

**Dear Sir/Madam:**

I was referred to you by a mutual acquaintance, John Smith, who said you have an opening for a litigation secretary. I have many years of experience as a litigation secretary, most of them working with managing partners. I am a professional looking for a career, not just a job. I am organized, reliable and self-motivated. I like being part of a team, but can also work independently.

Included with this e-mail is a copy of my resume for your review and consideration. Once you have had an opportunity to review my resume, please contact me if you have any questions or to arrange an interview. I look forward to speaking with you in the near future.

**Thank you for your time,**

**First Last Name  
Phone  
Email**