**Subject Line:** **Experienced Legal Secretary Seeking Long-term Opportunity with Stable Litigation Firm**

**Dear Sir/Madam:**

Please allow this introduction. My name is Jane Smith, and I have 12 years of legal secretarial experience working with managing partners of small, mid- and large-sized law firms. My current typing speed is 105 wpm from written form and 120 wpm from live dictation with the utmost accuracy. I am interested in the Litigation Secretary position advertised on your firm’s website.

I am currently working for a small civil litigation firm. However, after only 11 months in this position, the financial stability of the firm has significantly changed. Therefore I am seeking long-term tenure with a stable civil litigation firm.

Attached please find my resume and list of references. If you are interested in the professional skills and positive attributes I can contribute to your firm, please contact me at [phone number] at your convenience to schedule an interview.

**Thank you for your time and consideration.**

**Respectfully,**

**First Last Name  
Phone  
Email**