Subject Line: Legal Secretary

Dear Ms Drone

I am responding with enthusiasm to your job posting on XYZ.com for a legal secretary. I believe my extensive experience and skills in this field are an excellent match for the job.

The attached resume demonstrates my competence to interact capably with clients from point of referral, efficiently draft and process legal documents and correspondence, co-ordinate multiple case loads and assist with complex case preparation.

I am a motivated and hard working professional with solid legal practice skills and knowledge and a reputation for accurately and efficiently meeting strict deadlines in a challenging environment.

I would welcome the opportunity to learn more about the position and find out how I can contribute to the success of your firm.

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

**Sincerely,**

**Jane Candidate**

**Address**

**Email**

**Contact Number**