**Company Name**

**22 Second Avenue**

**New York, NY 0000**

**000-000-0000**

[**Company@emial.com**](mailto:Company@emial.com)

**Dear Ms. Samuels,**

You are looking for a cleric who can balance a number of duties and expectations. As a highly organized individual who excels at multitasking, I feel I am an excellent candidate for your clerical assistant position at Johnson & Associates. The clerical job posting notes you desire a candidate to not only answer phones, but also perform filing, budgeting, and billing at your law office. Over the last five years, I worked as an assistant in multiple offices, and most recently, I have worked for a recognized law firm. In this position, I regularly interact with clients over the phone and in person and adequately direct them to the appropriate individual while being patient and courteous. Additionally, I organized files and crafted an effective system to ensure they were easily accessible. Finally, I manage the firm’s books as well as bill clients for company services. I am organized and punctual. I always show up on time and have proven my ability to meet deadlines while balancing a variety of tasks. My multitasking abilities have been put to the test again and again, and I continually rise to the occasion. With my experience, I am ready to immediately jump into this position. I would enjoy speaking with you further about how my multitasking, organization, and initiative can meet the needs of Johnson & Associates.

**Thank you for your consideration.**

**John Doe**