**LEGAL ASSISTANT COVER LETTER**

Date  
  
1 Main Street  
New Cityland, CA 91010  
Cell: (555) 322-7337  
E-Mail: example-email@example.com

Dear Ms. Banning,

As a highly skilled Legal Assistant, I read your posting for a new Legal Assistant with interest. My experience aligns well with the qualifications you are seeking at Banning and Fowler, LLP, in particular my role as Legal Assistant at Tanner and Donnelly, and I am certain I would make a valuable addition to your organization.  
With more than eight years’ experience as a Legal Assistant, I am adept in legal research, information management, and document drafting. Moreover, while my on-the-job experience has afforded me a well-rounded skill set, including first-rate critical thinking and interpersonal abilities, I excel at:

* Researching, drafting, and revising legal opinion publications.
* Writing various court documents and correspondence.
* Preparing legal complaints, summons, and interrogatories.
* Conducting client interviews and all client intake services.

In addition to my experience and personal qualities, I have a solid educational foundation and a passion for legal support. I am extremely enthusiastic about Banning and Fowler, LLP’s focus on family law and would welcome the opportunity to contribute to your continued success in this area.  
  
Please review my attached resume for additional details regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meets your needs.  
Thank you for your time and consideration.

Sincerely,  
  
Sara Pender