**RESUME COVER LETTER**

**[Your Name]**

**[Your Address]**

**[City, State, Zip Code]**

**[Telephone Contacts]**

**[Today’s Date]**

**[Hiring Manager’s Name]**

**[Company Address]**

**[Company City, State, Zip Code]**

Dear Ms. Smith,

I am interested in the author's assistant position at Acme Company, as advertised on LinkedIn. I am currently employed as legislative director for Assemblywoman Nora Kiel, Chairperson of the NYS Assembly.

As legislative director, I have developed strong writing and editing skills. For example, one of my main duties is to prepare Assemblywoman Nora Kiel’s personal legislation, which deals with issues related to her position as Senior Member of the NYS Assembly Standing Committee.

This duty requires meticulous writing and editing skills, and an ability to convey complex legal ideas clearly. I have prepared dozens of pieces of legislation and received praise for the clarity of my writing.

My experience in the NYS Assembly has afforded me the opportunity to become familiar with the consolidated and unconsolidated laws of the State of New York.

I am confident that my experience in the Legislature and my research and writing skills qualify me for consideration. I have also enclosed my resume. I look forward to meeting with you and discussing my qualifications in more detail.

Sincerely,

**[Your name]**