Antoinette J. Mason

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New York, Dec 22, 20XX

John Lane

HR Manager

Bear & Jones LLC

1 Western Avenue

New York, NY 10019

Dear John,

I am grateful for the opportunity to apply for a Legal Secretary position at Bear & Jones. As a Paralegal Studies student with a 3.9 GPA, I recognize that I can only learn so much from theory, and I need to enter the law office to start the real learning process. Working at a firm with such a reputation as Bear & Jones would be an honor and a privilege—in my mind there aren’t many better places in the world to learn.

The job posting calls for a legal secretary that can effectively assist the daily work of lawyers, with proven office skills and knowledge of the basics of the law. During my college study so far, and during the last year of high school, I held short and long-term positions on data entry projects for medical and insurance companies. I am proud to say that the largest project of these, spanning over 50,000 individual files, I completed with 99.2% accuracy. I developed an attention to detail and a 75wpm+ typing speed at this job, equipping me to handle any other clerical task. My grasp of the law and the ways I can be of assistance to your lawyers is exemplified by my 3.9 GPA, as during my paralegal studies course, I learn both the law, and how to assist the lawyers. I am confident that equipped with these advantages, I can make a difference at Bear & Jones, starting today.

A large part of why I am applying is your commitment to the development of employees. I was inspired by hearing one of your Partners talk about their way from legal assistant to partner during career days at my university’s law department. I am strongly committed to my development, and Bear & Jones would be the most fertile ground for this.

When is a good time to have a meeting or a call to discuss how I can apply my clerical best practices to ensuring smooth operation behind the scenes at Bear & Jones?

Best Regards,

Antoinette J. Mason

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