

# JANE ZHANG

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Dear Hiring Manager,

I am writing to express my interest in the Law Clerk position at ABC Law Firm, as advertised. With a Bachelor of Laws degree and two years of experience as a Legal Assistant, I have developed a solid foundation in legal research, document drafting, and client communication. My background has equipped me with the skills necessary to contribute effectively to your esteemed firm.

ABC Law Firm's commitment to integrity and client satisfaction resonates deeply with my professional values. I admire your focus on providing exceptional legal services across diverse areas such as corporate law and family law. It would be an honor to support your mission by leveraging my strong attention to detail and organizational capabilities.

Throughout my previous role, I honed my analytical thinking and problem-solving abilities while conducting thorough legal research and assisting attorneys in trial preparation. My collaborative working style has allowed me to effectively communicate with team members while ensuring that all aspects of case management are meticulously organized.

I am particularly drawn to the opportunity at ABC Law Firm because of its dedication to empowering clients through expert legal counsel. I believe that being part of such a team will not only allow me to grow professionally but also enable me to contribute meaningfully towards achieving positive outcomes for clients.

Thank you for considering my application. I look forward to the possibility of discussing how I can support your team at ABC Law Firm.

Sincerely,  
Jane Zhang