
MIN PARK

Crestwood, KY 40017 ♦ (555)555-5555 ♦ min.park@monster.com

Aug 28, 2026

Dear Hiring Manager,

I am writing to express my interest in the Law Clerk position at XYZ Legal Firm. With a Juris Doctor degree and 14 years of experience as a Senior Legal Associate, I bring a wealth of expertise in legal research, contract negotiation, and litigation.

My career has been defined by my ability to work collaboratively within teams while maintaining attention to detail. I am adept at conducting comprehensive legal research and have honed my skills in drafting precise legal documents such as pleadings and contracts. My proactive approach ensures that all case files are meticulously organized, which supports attorneys effectively during trial preparations.

The values of integrity, professionalism, and advocacy that XYZ Legal Firm upholds resonate deeply with me. My dedication to client management is demonstrated through effective communication skills and problem-solving abilities that prioritize client satisfaction.

I am proficient in various legal research databases including Westlaw and LexisNexis, which complement my strong analytical thinking capabilities. These tools aid in navigating complex case law efficiently while ensuring compliance with all procedural deadlines.

Joining your esteemed firm would provide an opportunity to contribute positively through both independent initiatives and collaborative efforts within your team-oriented environment. I am eager to leverage my skills for the benefit of your clients while upholding the highest ethical standards synonymous with XYZ Legal Firm's mission.

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

Sincerely,

Min Park