

LI KIM

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Aug 28, 2026

Dear Hiring Manager,

I am writing to express my interest in the Law Clerk position at Generic Law Firm. With a Juris Doctor degree and six years of experience as a Legal Assistant, I have developed a strong foundation in legal research, document drafting, and client communication that aligns well with your firm's commitment to providing exceptional legal services.

Throughout my career, I have honed my skills in managing case files and conducting thorough legal research. My detail-oriented approach ensures that all documentation is meticulously prepared, which I believe is essential for supporting your attorneys in trial preparation. Additionally, my ability to collaborate effectively within teams has contributed to successful outcomes for clients.

At Generic Law Firm, the emphasis on integrity and client-centered service resonates with me deeply. I share your mission of empowering clients through expert guidance while fostering an inclusive workplace environment. My analytical mindset complements this ethos as I approach challenges with critical thinking and problem-solving abilities.

I am particularly drawn to the diverse practice areas you specialize in—litigation, corporate law, family law, and estate planning—as they present opportunities for growth and development within the legal field. The chance to contribute to such varied aspects of law while working alongside experienced professionals excites me immensely.

Thank you for considering my application. I look forward to the opportunity to discuss how my background can support the goals of Generic Law Firm.

Sincerely,

Li Kim