

Sep 28, 2026

Dear Hiring Manager,

I am writing to express my interest in the Legal Assistant position at Law Firm ABC. With a Bachelor of Arts in Legal Studies and ten years of experience as a Paralegal, I bring a wealth of knowledge and expertise that aligns well with your firm's commitment to client satisfaction and integrity.

Throughout my career, I have honed my skills in legal research, drafting legal documents, case management, and client communication. My ability to manage multiple tasks efficiently while maintaining attention to detail has consistently contributed to successful outcomes for both clients and colleagues. Working under pressure is second nature to me, enabling me to navigate complex situations with poise and professionalism.

My dedication to ethical standards complements Law Firm ABC's values of excellence and client-centric service. I approach each task proactively, always seeking creative solutions that advocate for our clients' best interests. Furthermore, fostering positive relationships is at the core of my working style; it is through effective communication that trust is built with clients and teamwork flourishes within the firm.

I am particularly impressed by Law Firm ABC's comprehensive legal services approach across various areas such as litigation, corporate law, family law, and estate planning. I am eager to contribute my skills towards empowering your clients by providing knowledgeable support tailored specifically for their needs.

Thank you for considering my application. I look forward to the opportunity to discuss how I can contribute positively as part of your esteemed team.

Sincerely,
Aya Lee