**Name**

City, State Zip ♦ Phone ♦ Email

Date

(Name of Contact Person)

Job Title

Company/Organization

Address

City, State Zip

Dear Mr. or Ms.:

Thank you for taking the time to meet with me about the Legal Clerk position working with The Law Offices of Pena & Kahn. After meeting with you and learning more about the position, I am convinced that my passion, previous experience in law and strong academic background makes me an excellent fit for your firm.

I am highly skilled in providing legal assistance and performing secretarial tasks efficiently. I have a demonstrated ability to assist attorneys with completing and editing documents, categorizing and handling transaction “closings” and document productions for litigation. My detail oriented nature helps me locate errors in legal documents and correct the same promptly. Furthermore, I am deadline oriented, familiar with legal terminology and skilled in using Microsoft Office applications.

I am very enthusiastic about the possibility of joining your firm and would greatly appreciate a follow-up as you move forward with the hiring process. If you need any further information, please do not hesitate to contact me at [yourname@stu.hostos.cuny.edu](mailto:yourname@stu.hostos.cuny.edu) or 718-555-5555. Thanks again, and I hope to hear from you in the near future.

Sincerely,

Signature

Your Name