**Name**

City, State Zip

Phone

Email

Date

(Name of Contact Person)

Job Title

Company/Organization

Address

City, State Zip

Dear Mr. or Ms.:

I am very enthusiastic about the opportunity to be able to work as a Legal Clerk for The Law Office of Pena & Kahn, utilizing my research and administrative skills. My relevant educational background and professional achievements will help me in exceeding your expectations by working in this role.

I had the opportunity to provide legal support to three attorneys during the time I have spent at The Law Office of William Waldner. My skills in researching cases have been, by far, the most commendable feature of my career. Since I worked extensively in the legal field, I am comfortable with preparing huge caseloads by using my solid legal knowledge. Additionally, my time management and organizational skills are above par which makes it easy for me to use my expertise to successfully and consistently meet deadlines.

I am very excited at the prospect of meeting with you so that we can discuss this position further. I intend to call your office in anticipation of setting a date for an interview. Alternately, I can be reached at 718-423-1111 if you need to contact me.

Thank you for your time and considering my application for the Legal Clerk position at The Law Office of Pena & Kahn.

Sincerely,

(Signature)

Name