

Yaling Zhang

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456 My Street, San Diego, CA 76543

Caleb Morris

Golberg and Partners LLP

123 Your Street,

Houston, TX 12345

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[month, day, year]

Dear Mr. Morris:

As you can see from my attached resume, I have 15 years of experience managing an array of corporate legal cases for two leading law firms in Manhattan. In the past six years, I've secured over 50 new clients, which resulted in over \$10 million in new revenue. My expertise in both corporate law and relationship building would be a strong asset to your organization in the senior associate role.

Goldberg and Partners LLP is widely recognized as one of the most prominent legal firms for corporate law, which strongly aligns with my professional background. I can help your organization continue to grow its corporate client market share based on my career achievements:

- Served as the lead attorney for a multi-million dollar landmark trademark infringement case in China on behalf of an American clothing manufacturer client
- Collaborated with senior attorneys and corporate clients to define legal strategy for a wide range of litigations, mediations, and cases

- Represented clients during corporate legal proceedings, conducted research to mitigate risk for acquisitions and commercial transactions, and ensured regulatory compliance

I hope to speak with you further regarding how my extensive background in corporate law can help your firm continue to grow its market share. You may contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

Yaling Zhang