

# Allison Rosenberg

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

## Hector Santos

Richardson and Stone Legal Associates

123 Your Street,

Houston, TX 12345

(123) 456-7890

example@youreemail.com

[month, day, year]

Dear Mr. Santos:

I'm reaching out to apply for the secretary position with Richardson and Stone Legal Associates that I found on LinkedIn. As you can see from my resume, I have over five years of secretarial experience in established law firms. My expertise in administrative support and calendar management would be a strong asset to your team in this role.

Richardson and Stone Legal Associates' reputation as a leading personal injury firm is what draws me to apply for this opportunity. During my time with Haden Law Group, I fielded inquiries from potential clients, drafted correspondence, and liaised with clients, defense counsel, and courtrooms. I'm confident I can support legal operations for your firm based on my career achievements:

- Provided administrative support to legal teams, drafted correspondence, coordinated client communications, managed calendars, and organized physical and electronic files to support multi-million dollar legal cases
- Maintained client and firm files, coordinated conference room meetings, purchased office supplies, and oversaw invoicing procedures
- Managed attorney calendars, scheduled client appointments, and verified court dates

I'd like to set up an interview to discuss how my experience as a secretary and legal assistant can provide value to your law firm. Feel free to contact me via phone or email at your convenience. I appreciate your time and consideration.

Best regards,

Allison Rosenberg