

# Raheem Richardson

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA 76543

**Ms. Meiling Li**  
**SRN Associates**  
**123 Your Street,**  
**Houston, TX 12345**  
**(123) 456-7890**  
**example@youremail.com**

Dear Ms. Li:

Over my past two years as a law clerk, I've introduced data entry processes that raised efficiency by 35%. I'm interested in helping your firm make similar strides in enhanced office administration.

Your job posting jumped out at me, particularly the call for someone who is "strategic, collaborative, and relentlessly focused on making our office run smoothly." This is precisely the reputation I've developed through my 5+ years as an office assistant. During this time, I've also shown my ability to:

- Build positive, productive relationships with diverse colleagues in multiple departments
- Put complex legal and administrative topics in clear terms to promote seamless internal communications
- Gather, analyze, and draft summaries of legal research from various credible sources
- Thrive in a dynamic, fast-paced work environment

The enclosed resume contains an overview of my recent work and education experience. I look forward to hearing from you and possibly learning more about this job opportunity soon. Thank you for your time and consideration.

Sincerely,  
Raheem Richardson