

LEGAL ASSISTANT COVER LETTER

[Today's Date]

[Hiring Manager's Name]

[318 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

Thank you for the opportunity to apply for the legal assistant role at your firm. I was excited when I stumbled upon your job posting on our site. It's clear that you seek a candidate that is familiar with case management software, case preparation, and trial proceedings. Given these prerequisites, I am confident that I have the necessary skills to successfully fulfill the legal assistant opening.

I am grateful for the time that I spent at Bohemor & Associates. In 20XX, I was first hired on as an administrative assistant and was in charge of all the clerical duties in the office. Over time, the partners at the firm helped me transition over to a paralegal role. I was taught how to properly draft litigation documents such as complaints, deposition notices, interrogatories, and subpoenas.

As a paralegal, I also acted as the point of contact for most of our clients and conducted all witness interviews. Bohemor & Associates trusted me to communicate with clients and witnesses due to my strict adherence to professionalism and confidentiality.

After reviewing my resume, I hope you will agree that I am the candidate that you have been looking for. I look forward to elaborating on how my specific skills and abilities will benefit your organization. Please contact me phone or via email to arrange a convenient time for us to meet.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Signature

Sample County Legal Support Assistant

Thomas Griffiths



Sample County Legal Support Assistant:

Real-resumes for Legal and Paralegal Jobs Anne McKinney,2004 Those who seek legal and paralegal jobs will find this book to be a rich resource No matter what type of legal or paralegal work is sought the reader will find outstanding samples of resumes and covers used by real people to obtain legal and paralegal jobs Resumes and covers letters are included which will help newly minted lawyers or paralegals find their first jobs in their field There are also sample resumes and cover letters which will be useful to the most experienced lawyers and paralegals in the profession A bonus of this book is that it includes samples of paperwork involved in getting federal government jobs specialized resumes and the federal resumix as well as the write ups for the Knowledge Skills and Abilities KSAs which are often required for government positions This book will show legal industry professionals how to maximize their career potential get federal positions and change fields if they want to *Clearinghouse Review* ,2002 *Economic Opportunity Amendments of 1971* United States. Congress. House. Committee on Education and Labor,1971 *Social Problems* Anna Leon-Guerrero,2024-12-16 In *Social Problems* Anna Leon Guerrero provides a thorough exploration of the social problems that permeate our world today and provides readers with the tools to contribute toward real solutions The Eighth Edition offers a blend of sociological analysis policy review and stories of social action making it an essential read for anyone seeking to make a difference in their community *The Physician Assistant's Business Practice and Legal Guide* Michele Roth-Kauffman,2006 This text is offered as a medical legal resource of the physician assistant profession It is intended for use through all phases of the professional development of the physician assistant from the high school student sorting through options in career choices to physician assistant students practicing physician assistants and supervisory physicians or those who are considering practicing with a physician assistant The history and development of the profession is reviewed allowing an understanding of the role the physician assistant plays in the healthcare team approach to patient care The scope of practice is defined along with the key collaboration between the physician assistant and the supervising physician Regulatory requirements are delineated by state including basic requirements and maintenance of licensure and certification **Prosecutors in State Courts** ,1996 *Prosecutors in State Courts*, 1994 Carol J. DeFrances,Steven K. Smith,Louise van der Does,1996 **Hearings, Reports and Prints of the Senate Committee on the Judiciary** United States. Congress. Senate. Committee on the Judiciary,1974 *Special Needs and Legal Entitlement*, *Second Edition* Melinda Nettleton,John Friel,2017-08-21 Fully updated to include the most recent developments in law and practice the second edition of this comprehensive and straightforward guide to the legal rights of children and young people with special educational needs clearly explains the key issues in a complex system Helping parents to understand the legal entitlements of their child Nettleton and Friel explain the new Education Health and Care Plans which have replaced the Statements of Special Educational Needs They explain what an Education Health and Care Plan is how assessments are carried out and how annual reviews amendments rights of appeal and tribunals work in

practice They also include help with 42 of the most common problems encountered a discussion of relevant cases extracts from the official published guidance issued and a draft Reasons for Appeal This essential handbook for parents of children with special educational needs will also be a key reference for teachers charities Local Authority officers and lawyers in other fields

The Army Lawyer ,1999 **Colorado Lawyer** ,2004 **National Criminal Justice Information and Statistics Service** United States. Department of Justice,1978 **Hearings** United States. Congress. House. Committee on Education,1971 The Journal of the Kansas Bar Association Kansas Bar Association,1995 *Improving Legal Representation for Older Americans* United States. Congress. Senate. Special Committee on Aging,1974 *Congressional Record* United States. Congress,1977 The Congressional Record is the official record of the proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873 *Improving Legal Representation for Older Americans* United States. Congress. Senate. Committee on the Judiciary. Subcommittee on Representation of Citizen Interests,1974 Directory of Private Bar Involvement Programs ,1987 Legal Services Program of the Office of Economic Opportunity United States. Congress. Senate. Committee on Labor and Public Welfare. Subcommittee on Employment, Manpower, and Poverty,1969 **Hearings, Reports and Prints of the Senate Committee on Human Resources** United States. Congress. Senate. Committee on Human Resources,1979

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