

Email Letter of Interest Sample

Dear Hiring Manager,

I'm writing to express my interest in the Litigation Secretary position listed on Monster.com. My resume is attached for your review and consideration.

I am a fast learner, very dependable, organized, and computer savvy. I have extensive experience assisting firm attorneys and multiple paralegals, as well as supervising and managing an office. While I currently reside in Los Angeles, I will be moving to San Francisco at the end of the month.

I look forward to the opportunity to meet with you to learn more about your firm, its plans and goals, and how I might contribute to its continued success. I can be your ideal candidate if given this opportunity. Thank you.

Kind regards,

First Last

Phone:

Sample Job Interest Email

Puja Mehta



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