
Administrative Assistant Attorney Cover Letter Example

[Your Name]
[Your Address]
[City, State ZIP Code]
[Phone Number]
[Your Email Address]
[Date]

[Attorney's Name]
[Law Firm's Name]
[Address]
[City, State ZIP Code]

Dear [Attorney's Name],

I am writing to apply for the Administrative Assistant Attorney position at [Law Firm's Name]. With a background in both legal studies and administrative support, I am confident in my ability to contribute efficiently to your legal team.

At [Previous Law Firm], I assisted attorneys with scheduling, document preparation, client communication, and case organization. My attention to detail and understanding of legal terminology allowed me to support complex legal processes.

I believe that joining [Law Firm's Name] would provide a challenging and rewarding opportunity to leverage my skills. I look forward to the possibility of contributing to your success.

Thank you for considering my application.

Sincerely,
[Your Full Name]