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# Legal Assistant Cover Letter Example

Dear [Hiring Manager's Name],

I am applying for the Legal Assistant position at [Law Firm Name]. With a robust combination of legal knowledge and administrative abilities, I believe I am an excellent fit for this position.

My role at [Previous Firm] required me to manage both office tasks and legal support functions. I assisted attorneys with [mention specific legal tasks, e.g., preparing discovery documents, coordinating depositions] while maintaining efficient office operations, including [specific administrative duties, e.g., scheduling, client communication].

I look forward to bringing my unique blend of legal and administrative expertise to your firm, and I am eager to contribute to your team's success.

Sincerely,

[Your Name]