
Paralegal Cover Letter for Administrative Assistant Example

Dear [Hiring Manager's Name],

I am writing to apply for the Paralegal Administrative Assistant position at [Law Firm Name]. With [number of years] years of administrative experience and a keen interest in law, I am well-suited for this role.

In my previous position at [Previous Firm], I managed [mention specific tasks, e.g., scheduling, document preparation, client communication], providing essential support to attorneys and paralegals. My organizational skills and attention to detail ensured smooth office operations and contributed to successful case outcomes.

I am excited about the opportunity to blend my administrative expertise with my passion for law at your prestigious firm. I look forward to contributing my skills and enthusiasm to your legal team.

Sincerely,

[Your Name]