**Sample 1:**

Joseph Hendricks

(224) 254-8734

jhendricks@email.com

12th March 2015

Dear Hiring Manager,

I am elated to be applying for the position of Attorney at Edgar and Hove. I am very interested in this role as my experience matches your firm’s approach to how you handle your clients and cases.

I have played a crucial role in many high-profile cases in my 8 years of firm experience. I am competent in trial presentations and client consultations. I also possess strong analytical and problem-solving skills. I also have the special ability to relate with a wide range of traits in different fields.

I am currently undertaking supervisory roles such as leading a team of contract administrators and paralegals. I am licensed by the State Bar of Nevada. I also have a Doctor of Jurisprudence degree from the University of Nevada, where I graduated at the top of my class.

I believe that my background knowledge of corporate law will be a great addition to your firm. I am looking forward to learning more about this Attorney position at your firm. Thank you for your time and consideration.

Sincerely,

Joseph Hendricks