Alex Andram(123) 327 345

alexa@email.com

February 8, 2019

Dear sir/ Madam,

Following the advertisement made in your website, I hereby apply for a position of a legal assistant.

I graduated from Kinsley University School of Law in 2012 with a first-class honor and later from Kinsley Law School in 2015. I have three years’ experience working as a legal assistant with two different law firms and a private advocate as indicated in my resume. I also have special skills in legal psychology, having undergone the training. I am an honest and hardworking person that would add desired value to your organization.

I have followed through your recent legal projects and would highly appreciate a chance to work with your group of highly skilled and experienced legal professionals.

I have attached my resume as instructed and am looking forward to hearing from you. I am open to any questions and would be available for an interview at any time. Thank you in advance.

Yours faithfully,

Alex Andram.