

# Letter of Interest

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the Legal Assistant position at [Company Name] as advertised on [where you found the job listing]. With a background in legal studies and hands-on experience in supporting legal teams, I am enthusiastic about the opportunity to contribute to your firm.

In my previous role at [Previous Company Name], I successfully managed a variety of legal documents, performed legal research, and assisted attorneys in preparing for trials. My attention to detail and strong organizational skills allowed me to effectively support the team in meeting tight deadlines.

I am particularly drawn to [Company Name] because of [specific reason related to the company or its values]. I believe that my skills in [mention specific skills related to the job description] will enable me to be an asset to your team.

I would love the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application. I look forward to the possibility of speaking with you.

Sincerely,

[Your Name]