

# Request for Interview

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Law Firm's Name]

[Law Firm's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the Law Office Assistant position at [Law Firm's Name] as advertised [where you found the job listing]. With my educational background in [your field of study] and my hands-on experience in legal settings, I am eager to contribute to your team.

I would greatly appreciate the opportunity to discuss my qualifications further. I am particularly impressed by [mention any specific aspect of the law firm or its work], and I believe my skills in [mention relevant skills] would be a great fit.

Could we possibly schedule a time for an interview? I am available [provide two or three time slots], but I am more than willing to adjust my schedule to meet your availability.

Thank you for considering my request. I look forward to the possibility of speaking with you.

Sincerely,

[Your Name]