

SPU Student

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Seattle, WA 98119

(206) 333-4444 student@spu.edu

Month, Day, Year

Jennifer Smith

Smith, Andrews & Smith, P.S.

200 West Seattle Street, Suite 100

Seattle, WA 98111

Dear Ms. Smith:

Please accept this letter of application for the position of Legal File Clerk at Smith, Andrews & Smith. This position is an excellent match with my education, work experience and career interests.

I have exceptional administrative and customer service skills and an extensive background in a legal environment. I have experience in attorney-client correspondence, upkeep of clients' medical histories and managing front-desk operations at the Law Office of Steven C. Jones, I am skilled in communicating with clients, attorneys and court officials. I have extensive experience establishing maintaining organizational systems. In addition, I have kept computer records, managed office correspondence, and have supervised all opening and closing of client files.

I have highly motivated to pursue a career in law and would like to continue developing my experience and skills within a legal environment, having worked in a small, private firm for several years, I would like to gain perspective and learn about a new area of the profession.

I am confident that my skills and experience will proved beneficial to Smith, Andrews & Smith and I welcome the opportunity to discuss my qualifications with you in person. I can be reached at (206) 333-4444, or by email at student@spu.edu. I will call next week to follow up.

Thank you for your attention and consideration.

Sincerely,

Enc.