

Patricia Morris

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[Date]

Ms. Marie Carr, Esquire
Applied Legal Services
222 Hwy. 70, Suite 24
Medford, NJ 08055

Dear Ms. Carr:

It was a pleasure meeting with you last Friday. Thank you for providing me with the opportunity to interview for the *Legal Administrative Assistant* position now available with your firm. After learning more details about your job requirements and objectives I can assure you that my contribution can be an excellent answer to your current challenges and needs.

As discussed, I have advanced experience in Microsoft Office and specialized skills in the area of legal terminology and court documents. This combined expertise will facilitate a quick learning curve regarding your organizational preferences and allow me to become an immediate asset.

Should you have any additional questions, please feel free to contact me. Again, thank you for the enlightening interview and your time, and allow me to confirm my interest in the position. Learning more about your organization has only made me eager to become a dedicated member of your staff, and I am looking forward to hearing from you.

Sincerely,

Patricia Morris

P.S. I believe I omitted reference during our interview to the advanced courses I have taken in legal terminology over the last few months. I plan to continue my education with evening courses in the fall.