

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Law Firm's Name]  
[Firm's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the Legal Secretary position at [Law Firm's Name] as advertised [where you found the job posting]. With my background in legal administration and organizational skills, I believe I would be a valuable asset to your team.

In my previous role at [Previous Company Name], I successfully managed a variety of administrative tasks including document preparation, case filing, and scheduling appointments for attorneys. My proficiency in legal terminology and software such as [specific software] has enabled me to assist efficiently with legal research and document management.

I am particularly impressed by [specific aspect of the law firm or its practice areas], and I am eager to contribute my skills to support the excellent work being done at [Law Firm's Name]. I am detail-oriented and committed to ensuring that all tasks are completed accurately and on time.

I would love the opportunity to discuss how my experience and skills can contribute to your firm. Thank you for considering my application. I look forward to the possibility of discussing this exciting opportunity with you.

Sincerely,  
[Your Name]