

James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub- Legal research assistant cover letter.

Respected Sir/Madam

With due respect, I am writing this letter to let you know that I am willing to do the job of a legal research assistant at your esteemed company [mention the name of the company]. The description box is read by me in a proper manner and I believe that each and every work will be done by me in an amazing manner.

I got a bachelor's degree in political science from [mention the name of the institution] in the year of [mention the year]. After receiving the certificate from there, I did my training from [mention the name of the institution].

There I got to know many things about this post which include [mention the things which you learned from the training session]. I have [mention the year] of experience which I gained from working at [mention the name of the company], where I used to work as a legal research assistant.

My duties that are known by me as a legal research assistant are respecting attorney-client privilege by keeping all the information confidential, reviewing cases involving complex legal issues, reviewing precedent and case laws, and many such things.

I have several skills in me, such as [mention the skills which you have and are best for this job]. I will definitely work well in this field. You can trust me with my work.

My resume and other necessary documents which were needed for the post are attached to this letter. Hope to receive a call from you very soon regarding the same. Thank you so much for taking time from your busy schedule.

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]