

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Hiring Manager Name]
[Law Firm or Company Name]
[Address]

Dear [Mr./Ms./Mx. Hiring Manager Last Name],

I am writing to express my interest in the Legal Executive Assistant position at [Firm/Company Name]. [Name of Referring Individual], a [Job Title] at [Referring Individual's Organization/Firm], suggested I contact you regarding this opening given my background in high-level legal administrative support.

With [Number] years of experience supporting senior partners and executive counsel, I have developed a comprehensive skill set tailored to the demands of a fast-paced legal environment. My expertise includes complex calendar management, coordinating multi-party litigation schedules, and preparing sophisticated legal documents such as briefs, pleadings, and corporate filings. I am well-versed in [mention specific software like Clio, Relativity, or iManage] and maintain a rigorous standard of confidentiality and attention to detail.

In my previous role at [Previous Firm Name], I was recognized for my ability to streamline administrative workflows and manage client relations with professional discretion. I am confident that my proactive approach and understanding of legal protocols will allow me to provide immediate value to your executive team.

I have attached my resume for your review and look forward to the possibility of discussing how my experience aligns with the needs of [Firm/Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]