

[Your Full Name]
[Phone Number] | [Email Address]
[LinkedIn Profile URL]
[Home Address]

[Date]

[Hiring Manager Name]
[Title, e.g., Senior Partner or HR Director]
[Law Firm or Company Name]
[Office Address]

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

RE: Application for Legal Executive Assistant - [Reference Number/Job ID]

I am writing to express my strong interest in the Legal Executive Assistant position at [Law Firm Name] as advertised on [Platform]. With [Number] years of experience providing high-level administrative support within fast-paced legal environments, I have developed the specialized technical skills and professional discretion required to support your [Department/Practice Group] effectively.

In my current role at [Current/Previous Firm], I manage complex calendars, coordinate multi-party depositions, and oversee the lifecycle of legal filings for [Number] senior attorneys. My expertise includes drafting legal correspondence, performing Table of Authorities/Table of Contents formatting, and utilizing [Specific Legal Software, e.g., Clio, iManage, or Westlaw] to streamline case management. I am well-versed in maintaining strict confidentiality and adhering to court-mandated deadlines across [State/Federal] jurisdictions.

I am particularly drawn to [Law Firm Name] because of your reputation for excellence in [Specific Practice Area]. I am confident that my ability to anticipate the needs of senior counsel, coupled with my proactive approach to office management, will allow your legal team to focus exclusively on high-value billable tasks and client representation.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background in legal administration can contribute to the continued success of [Law Firm Name].

Sincerely,

[Your Full Name]