

# Michael Hartman

Legal Assistant

## Details

📞 562-394-8927

✉️ michael-hartman@email.com

📍 Anaheim, CA

# To: Tony Harris

Evergreen Legal Associates

Dear Mr. Harris,

I am writing to express my interest in the Legal Assistant position at Evergreen Legal Associates. As a highly motivated and skilled individual with a strong passion for the legal field, I am confident that my experience and qualifications make me a perfect fit for this role.

I have over three years of experience working as a Legal Assistant at a prominent law firm, where I have honed my skills in legal research, document preparation, and case management. In addition, I have a Bachelor's degree in Paralegal Studies and have completed various training programs to stay up-to-date with the ever-evolving legal landscape.

One of my biggest achievements as a Legal Assistant was streamlining the document preparation process for our clients, resulting in a 20% increase in efficiency. I take great pride in being detail-oriented and organized, which has allowed me to effectively manage multiple cases simultaneously.

Moreover, my strong communication skills have enabled me to build strong relationships with clients and attorneys alike. I am also proficient in various legal software such as LexisNexis and Westlaw, which has been instrumental in conducting thorough legal research.

My best qualities include being a quick learner, adaptable, and able to work well under pressure. I am confident that these qualities will allow me to thrive in the fast-paced environment at Evergreen Legal Associates. I am also a team player and believe in collaborating with colleagues to achieve common goals.

I am excited about the opportunity to bring my skills and experience to your esteemed organization. Thank you for considering my application. I look forward to discussing how my qualifications align with your requirements further.

Sincerely,

Michael Hartman