

March 12, 2013

Dewey, Cheatham & Howe  
123 First Avenue, Suite 444  
Seattle, WA 98101

RE: Legal Assistant

Dear Hiring Manager:

Most of my life I've been a Jack-of-all-trades. This characteristic has served me well, opening the doors to a life full of varying experiences. These experiences helped me develop multiple skills that have been very beneficial for the people I work with. I hope you'll discover from my resume and this letter all the experience and skills I have to offer to your firm.

Most of my work experiences involve various office skills. Additionally, I am well-versed in researching, writing, and keeping up with relevant technologies. Regarding this last facet, I've been able to master the programs and processes that are relevant in my educational career and on the job. So programs I haven't worked with yet won't be an obstacle because I'm a fast learner.

My application for this part-time position is essentially the start of a career change for me. I realized that my strong points, my propensity to support the causes of others, and my ability to network with a wide variety of people lend well to a career in the legal industry. But with every new beginning, one has to start at the bottom.

The reality is no matter how much relevant experience and education one has, employers usually prefer work history in their specific industry. The only way to gain such particular experience is to start at the bottom. Therefore, I am open to starting part-time to gain experience and create traction in the legal community.

I believe, ultimately, a person's character distinguishes that person from others. With regards to this, you'll find I'm a great team-player. My nature is to ensure my work is the best and that the project as a whole is successful. Furthermore, I am always looking for ways to improve processes and new avenues to grow the business. In this way, I've been accused of being selfless to a fault, but I'm happy if the company is prosperous and progressing.

For your further consideration, I'm providing a sample of my writing and a list of references. The writing sample demonstrates the level of research and analysis I'm capable of. You'll be able to trust the work products I help produce will be very professional and of high standards.

As for my list of references, you'll notice those associated with my work are of a notable caliber. I am blessed in life to know and continue to meet people who have distinguished careers. In turn, I feel I've left favorable impression on others because of the care and dedication I put into my work.

I appreciate your consideration and look forward to future correspondence. Please feel free to contact me at any of the methods provided. I'm available next week for an interview or further discussion.

Sincerely,

*Phuoc Nguyen*

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