

Mei Mei

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RE: Enthusiastic and Hard-Working Legal Associate

Dear Human Recourse Manager,

This letter confirms my decision to apply to legal support account executive for you. Please take a look at my attached resume for a detailed look at my skills and experience. Here's a snapshot of what I have to offer:

My five years legal study has given me a solid foundation for this position. This major trained me strong analytical and interpret skills. At the same time I also participated in some kinds of internship, which improved my communication and interpersonal abilities as well. As a result, I am comfortable performing a wide range of job duties and enjoying teamwork, diversity work atmosphere.

As interested in Business and Corporation Law, I chose corporation law and advanced corporation law in law school. Due to these courses, I acquired knowledge of Minnesota and Delaware Corporation Law. Another useful course is Judicial Observation, which providing me experience in Hennepin County Court and knowledge about litigation. I have built harmonious relationship with my judge and other clerks as well.

I am interested in working in immigration or corporation law, not only because I enjoy working in the diverse work atmosphere but also want to put my knowledge into practice. I am eager to contribute my enthusiasm and skills to serve my clients and to grow in this position.

I'd be happy to provide greater detail about my skills and experience during an interview. Please contact me if you would like to schedule an interview or have any questions about my skills or experience.

Thank you, in advance, for your consideration.

Best regards,
Mei Mei