

Dear Hiring Manager,

I am ready to apply to the Legal Administrative Assistant position with Bennett & Hart Law Firm. Having an administrative background in the office environment and a high respect for confidentiality, I am available to support your legal team and attorneys.

In my previous role at Weston Corporate, I oversaw confidential documents, maintained proper filing systems, and scheduled attorneys' calendars. I am ready to bring that precision and professionalism to the frenetic environment at Bennett & Hart.

Thank you for your time and consideration.

Sincerely,

Rachel Simmons