

Samantha Lee

January 16, 2026

Acme Corporation

RE: Entry Level Legal Secretary

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Legal Secretary position at Acme Corporation, as advertised on your company's careers page. With a strong interest in the legal field and a commitment to supporting legal professionals, I am excited about the opportunity to contribute to your team.

During my internship at Johnson & Associates Law Firm, I successfully managed the office calendar, ensuring that all meetings and court dates were scheduled efficiently. I also assisted in preparing legal documents, including briefs and contracts, which honed my attention to detail and my ability to meet tight deadlines. Additionally, I implemented a new filing system that improved document retrieval times by 30%, demonstrating my proactive approach to streamlining office operations.

Furthermore, my experience as a volunteer for the local legal aid clinic allowed me to enhance my communication skills. I interacted with clients from diverse backgrounds, helping them navigate their legal issues while providing compassionate support. This role underscored the importance of confidentiality and professionalism in a legal environment, qualities I am eager to bring to Acme Corporation.

I am very interested in the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to Acme Corporation as an Entry Level Legal Secretary.

Sincerely,

Samantha Lee