

Example Legal Cover Letter Template

Brendan Copp
Address
P: Mobile Number
E: Email Address

Date: [Insert Date]

[Law Firm Name]

Dear Sir/Madam,

RE: [INSERT TITLE OF JOB ADVERTISED]

I wish to apply for the above-mentioned position as advertised on [DATE].

I am a penultimate year law student at the Queensland University of Technology. I am due to graduate late in 2019 and commence my PLT in February 2020. My expected admission date is mid-2020.

I am a dedicated and ambitious individual and possess a strong-work ethic. I approach my work and tasks assigned to me with professionalism and an eagerness to produce high-quality results.

In my current position as a paralegal with Example Lawyers, I am responsible for providing exceptional legal assistance and support to five solicitors within the firm. A very limited scope of my responsibilities includes facilitating a broad range of administrative tasks including, drafting a range of legal documents and written correspondence (i.e. briefs, affidavits, reports, letters, statement of claims) across the legal practice areas of strata/strata litigation, property and building/construction.

My professional experience also extends to other industries, where I have held positions which have allowed me to develop a range of skills which I am confident will assist me in transitioning into a long-term and successful legal career.

Notably, I was a crew trainer with McDonalds for 4 years' where I trained and mentored junior team members and coordinated the shift teams. This gave me the opportunity to develop strong leadership skills, organisational skills and the ability to follow complex systems and procedures.

I have proven skills and a demonstrated ability of being able to provide exceptional legal support, administrative support and client service whilst facilitating many duties which require me to prioritise competing deadlines.

I am confident that with my skills and experience, I will be highly effective within the advertised position and will become a valuable and contributing member of the team. I welcome you to review my skills and experience noted in my resume (*attached*).

If you have any questions regarding my application or if you would like further clarification about my professional experience, please don't hesitate to contact me.

I look forward to discussing my application and experience in more detail with you in person.

Kind regards,

Brendan Copp
[Mobile Phone Number]