

[Email Subject Line: Application for Legal Assistant Position]

Dear _____:

Please accept this as my application for the Legal Assistant position at KR&W posted on Handshake. The position is very exciting to me, as I have been looking for a challenging opportunity that would allow me to work in the legal field. I believe that my research projects, leadership, and previous work experience make me a candidate worthy of consideration.

As a senior Psychology major at The University of Georgia, I have conducted multiple research projects, including a senior thesis. These projects required that I take large amounts of complicated information and extract the most relevant pieces, preparing me for the research demands of a legal assistant. Throughout my time at the university, I have also held multiple part-time jobs and have been involved in numerous leadership activities. My ability to balance these opportunities while maintaining a 3.6 GPA is evidence of my capacity to handle many things at once, a skill that I would look forward to transferring into the Legal Assistant role.

I am specifically excited to apply to KR&W because of the firm's reputation for helping individuals settle insurance claim difficulties. I have attached my resume for your review. If you have any questions, please feel free to contact me at email@uofga.edu or 706-555-4321.

Thank you for your consideration,

[NAME]