

Harlen Hernandez

1234 Main Street, Any Town, Any Country, and E: Harlen.h@yahoo.com, T: 000-000-000

13th AUG 2017

Mr. Brandon
Hiring Manager
Lawyer Position
ABC Legal Group
Miami, FL 12345

Dear Mr. Brandon

I would like to apply for the lawyer position now available in ABC Legal Group by submitting this letter with resume. As an accomplished and skilled lawyer with comprehensive experience in providing legal negotiation and representation to a diverse client base, I am well prepared to surpass your expectations. My academic training and work history has prepared me for this position and I believe that I would make an excellent candidate.

I have 3 years of experience working as a lawyer in a law firm where I negotiated contracts, managed litigation files. I also have the ability to provide the support needed to handle cases and provide outstanding service to clients. Moreover I am adapt in strategy planning, and case management.

Following are some highlights of my core competencies which uniquely qualifies me for a lawyer position at ABC Legal Group:

- Extremely skilled in advising clients and representing them in courts
- Demonstrated ability to communicate with clients and other stake holders
- Long-term interest in conducting research and analysis of legal problems
- Specialized courses in interpreting laws, rulings, and regulations for individual and corporate clients
- First-hand experience with preparing a wide range of legal documents, including lawsuits, contracts, appeals, wills, and deeds

I would welcome the opportunity to assure you how my education and experiences will be useful for your company. I look forward to hearing from you soon.

Sincerely,

Harlen Hernandez