

## Legal Assistant

# IMOGENE MCCASLIN



To

**Samuel Sargent**

Veri Lex

Dear Mr. Sargent,

I am writing to express my interest in the Legal Assistant position at Veri Lex. With over five years of experience as a legal assistant at Accu Jure, a Fortune 500 company, I am confident in my ability to contribute effectively to your esteemed firm.

From

**Imogene McCaslin**

Legal Assistant

During my tenure at Accu Jure, I honed my skills in legal research, drafting documents, and managing client communications. I successfully handled a wide range of administrative and paralegal duties, which included preparing legal documents, maintaining client files, and assisting attorneys with case management.

Details

**Phone:**

+1 854 589 6542

Over the past two years, while caring for my young child, I remained committed to my professional development. I attended numerous lectures and completed courses related to legal practices and advancements in the field.

**Address:**

3135 Cameron Road Buffalo, NY 14202

Additionally, I took on freelance work, helping local businesses and individuals draft contracts and other legal documents. This experience allowed me to stay updated with current legal standards and further developed my drafting and analytical skills.

**Email:**

imogene.mccaslin@email.com

I am particularly drawn to Veri Lex because of your firm's reputation for excellence and dedication to client service. I am confident that my unique combination of professional experience and proactive skill development will allow me to make a significant contribution to your firm.

I look forward to the opportunity to discuss how my background, skills, and certifications can be of value to Veri Lex.

Thank you for considering my application. I am available at your earliest convenience for an interview and can be reached at (555) 678-9101 or via email at imogene.mccaslin@email.com.

Sincerely,

Imogene W. McCaslin