

September 20, 2017

Ms. Judy Martin
Director of Human Resources
Firm A
2 Park Place
Vancouver, British Columbia V6C 3L2

Re: Application for legal secretary job (ref. SJ 258/M)

Dear Ms. Martin:

Your bank recently ran an ad for a legal secretary. According to the job description and requirements, I believe my profile is exactly what you're seeking.

Via my 10 years of experience as a legal secretary with various banks, I have developed a perfect understanding of the banking world and a thorough familiarity with the technical and specific language of bankers. Moreover, over this past decade, my ability to work on my own, my thoroughness and my discretion have always been rightly appreciated.

I think that my professionalism and skills make me the right candidate for the job, and I look forward to meeting with you to discuss my qualifications and fit with the bank in more detail.

Yours truly,

Lyne Adams

Lyne Adams