

August 20, 2010

Mr. B. Brown, Partner
Company A
168 St. Paul St.
Calgary, Alberta T3R 3N9

Re: Application for job SC 6587 advertised on Paralegaljobs.ca

Dear Mr. Brown:

I am greatly interested in the job of legal secretary in commercial law with Company A, which I saw on Paralegaljobs.ca.

Your firm enjoys an excellent reputation, thanks to the professional, cordial and respectful relations between associates and paralegal staff. With my 20 years of experience as a legal secretary in commercial law, I am efficient and able to work independently, and possess the technical skills in administrative data processing that are nowadays so much in demand and appreciated by lawyers. Finally, my availability and flexibility will allow me to adapt to the firm's pace.

This is why I think I would be a good fit for Firm A. I am available for an interview and hope to hear from you soon.

Yours truly,

Mary-Jane Cooper

Mary-Jane Cooper