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| **Robert smith****Lawyer** | **Phone**: (123) 456 78 99 **Email**: info@qwikresume.com**Website**: [www.qwikresume.com](http://www.qwikresume.com)**LinkedIn**: linkedin.com/qwikresume**Address**:1737 Marshville Road, Alabama. |

[Today’s Date]

[341 Company Address]
[Company City, State xxxxx]
[(xxx) xxx-xxxx]
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am excited to be applying for the Lawyer role that is currently available at \*\*\*. I have a passion and strong interest in this role, and I believe that my experience and educational qualification aligns well with your law firm’s approach to cases and clients. My prior work experience at \*\*\*\* firm has made me an articulate litigator. I am keen to know more about this role and your requirements for a motivated and driven Lawyer. With more than 10+ years of experience providing a spectrum of general legal services and advice, I specialize in various areas including real estate, estate planning, bankruptcy claims, and corporate laws. My success in advising both individual and corporate clients on various matters will make me an immediate and positive contribution to your legal team. A summary of my qualifications includes –

* Representing clients for more than 10 years, and played a critical role in handling high-profile cases which was almost 15% of the \*\*\*’s largest clients
* Skilled in client consultations, trial preparation, and demonstrating proficiency in all civil and contract trial proceedings
* Proficiency in and passion for deposition preparation, evidence investigation, and drafting case strategies
* Strong analytical and problem-resolution skills
* Drafting, reviewing, and negotiating a broad range of legal cases for multiple clients while robustly interpreting laws, rules, and regulations
* Supervisory skills to oversee and lead a team of contract administrators, paralegals, and administrators
* Licensed by the State Bar of \*\*\*, and received a Doctor of \*\*\*\* degree from \*\*\*University, graduating in the top 10% of my class

My background in delivering overarching legal consultation services along with my inherent understanding of all legal contracts, negotiations, and proceedings will allow me to provide outstanding service as I take up work as your next Lawyer. I look forward to learning more about this Lawyer position and discussing how my skills, and background would be beneficial to \*\*\*\*’s goals and strategy.

Sincerely,

[your name]