

**Robert Smith**

**Legal Receptionist**

[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],

This Letter is regarding my interest in applying for the post of Legal Receptionist at [XXX Law Firm]. I have comprehensive experience in coordinating reception duties and assisting in administrative activities in a legal environment. I believe that my work experience aligns perfectly with the expertise you are seeking in your law firm.

[XXX Law Firm] is the best-known Law Firm in the country for the excellent representation and service they provide to their clients. They cover multi-disciplinary areas of law and takes pride in having the top lawyers and partners in their team. Their goals are well aligned with their vision of touching more lives and help people.

I have been working as the Receptionist of [YYY Law Firm] for the past two years. I perform the following functions at my current place of work:

* Ensured that the reception area was well attended at all times.
* Answered all the incoming calls and responded to all the queries in a prompt and clear manner.
* Scheduled in-person meetings and virtual meetings with firm executives and clients effectively.
* Maintained a record of all people and clients who visited the law firm in the logbook and firm database.

From my current experience, I have acquired strong supervisory skills and also how to prioritize tasks. I can handle several tasks and ensure that the assigned work is done at the right time. My experience of working in the legal environment aligns well with your requirements.

I would appreciate it if we can discuss this in detail. Thank you for your time and consideration.

Sincerely,

[Your Name]