

John Doe
123 King Street
Ottawa ON

June 12, 2009

Smith and Smith Law Firm
225 Sussex Street
Ottawa ON

To Whom It May Concern:

My name is John Doe, and I am applying for the position of Estate Specialist Legal Assistant as advertised on Monster.ca with reference number SSLF-0984-123C.

My following experience and skills show I am a match for this position.

- graduated with honors from 3-year legal assistant diploma program at Algonquin College
- 5 years legal assistant experience with Brown and Dunn estate law firm
- 6 years experience with Microsoft Office and Outlook software in legal environment
- 2 years experience training and supervising junior office staff

I have attached my resume in Microsoft Word format to expand on my experience and skills.

I am looking forward to hearing from you concerning this opportunity.

Sincerely,

John Doe
Phone: 613-222-1234
Email: john_doe24@gmail.com