

NETWORKING LETTER - ADMINISTRATIVE ASSISTANT

Chris Smith

178 Green Street • Anywhere, Ontario • N0X 2X0 • (123) 987-5432

November X, XXXX

Pat Cummings
Attorney at Law
Any Firm
140 Main Street
Anywhere, Ontario
N0X 3P0

Dear Mr. Cummings,

Recently Luke Gokey suggested I contact you concerning any assistance you might be able to provide with my job search. I am interested in joining an organization in a position that would use my legal, administrative and managerial knowledge and experience.

As indicated on my resume, my law-related background is extensive and varied. For twelve years, I have supervised records and staff activities within the Any County Registry of Deeds. Unfortunately, I have reached the plateau of responsibility level within the structure of this position and am now seeking to continue in my career.

I am especially interested in a legal administrative position, preferably with a private firm or corporation. I am willing to relocate and/or travel.

Should you know of any related openings or contacts to who I should pass my resume, I would appreciate your calling me.

Thank you for your time.

Sincerely,

Chris Smith
encl.