

Mr. Steven Supervisor, San Diego Courts  
Sheriff's Personnel  
9621 Ridgehaven Court  
San Diego, CA 92123

April 7, 2015

Dear Mr. Supervisor:

I enjoyed interviewing with you during your recruiting visit to San Diego State on April 2015. The Legal Support Assistant position you outlined sounds both challenging and rewarding and I look forward to your decision.

As mentioned during the interview, I will be graduating in December with a Bachelor's degree in Criminal Justice. Through my education and experience I've gained many skills, as well as an understanding of legal concepts and dealing with the general public. I have worked seven years in the legal industry in various positions from Receptionist to Office Assistant. I think my education and work experience would complement your position. I have enclosed a copy of my college transcript and a list of references that you requested.

Thank you again for the opportunity to interview with me. The interview served to reinforce my strong interest in becoming a part of your team. I can be reached at (760) 555-1111 or by email at [JerryJobseeker@yahoo.com](mailto:JerryJobseeker@yahoo.com) should you need additional information.

Sincerely,

Your Name

Your Contact Information