

Claude T. Fitsall
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March 23, 2015

Mr. Gregory Smith, Recruiting Coordinator
Felton, Phipps and Martin, LLC
123 Benjamin Way
Seattle, Washington 00526

Dear Mr. Smith:

Thank you for the opportunity to complete a phone interview with you for the legal assistant position at FP&M. I enjoyed our discussion concerning this position and why you find FP&M such a fantastic organization for a new graduate from the University of Virginia.

I am very excited about the opportunity to start my legal career at FP&M. As I finish my last few papers and exams at the University, I recognize the importance of research skills, and I believe my ability to take large amounts of complicated information and extract the most relevant pieces for oral and written reports will serve me well as a legal assistant.

I look forward to hearing from you in the near future. I appreciate the hiring timeline you provided during the last few moments of our discussion. Please let me know if I can provide any additional information in support of my application for the position.

Thank you for your time and consideration.

Sincerely,

Claude T. Fitsall