

**ASSISTANCE**

Your Name  
Your Address  
Your City, State, Zip Code  
Your Phone Number  
Your Email

Date

Name  
Title  
Organization  
Address  
City, State, Zip Code

Dear Mr./Ms. Last Name:

I am interested in the assistant position advertised in XXX. I am currently employed as Legislative Director for Assemblywoman XXXX, Chairperson of the NYS Assembly XXX. I accepted this position because of the emphasis on the writing and research skills which are applicable to your requirements for an author's assistant. My experience in the NYS Assembly has afforded me the opportunity to become familiar with the consolidated and unconsolidated laws of the State of New York. I also have extensive experience in legal and policy research.

In my position as Legislative Director for Ms. XXX, I prepare her personal legislation which deals with issues relative to her position as Senior Member of the NYS Assembly Standing Committee on XXXX. In as much as she is Chairperson of the XXX Committee I am, of course, heavily involved in the current welfare and Medicaid reform movement.

In response to your search for a part-time assistant, I believe my experience in the Legislature, and my research and writing skills qualify me for consideration. If you would like, I can provide you with current samples of my work.

To further acquaint you with the specifics of my background I am enclosing my resume. I hope you will consider me for this position. I look forward to meeting with you and discussing my qualifications in more detail.

Sincerely,

Your Signature

Your Name