

**[Your Full Name]**  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Title, e.g., Senior Partner or HR Director]  
[Law Firm Name]  
[Department, e.g., Corporate Practice Group]  
[Firm Address]  
[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name],

**RE: Application for Legal Assistant Position - [Job Reference Number, if applicable]**

I am writing to formally express my interest in the Legal Assistant position within the Corporate Law department at [Law Firm Name], as advertised on [Where you saw the posting]. With a strong background in [Number] years of legal administrative support and a specialized focus on corporate governance and transactional law, I am confident in my ability to contribute to your firm's reputation for excellence.

During my tenure at [Previous Firm or Organization], I developed comprehensive expertise in managing complex corporate filings, maintaining minute books, and assisting with the due diligence process for mergers and acquisitions. I am proficient in drafting certificates of incorporation, operating agreements, and various SEC filings. My meticulous attention to detail ensures that all documentation meets the highest standards of accuracy and compliance with [State/Federal] regulations.

I am particularly drawn to [Law Firm Name] because of your firm's recent involvement in [Specific Case, Deal, or Practice Area]. I am eager to bring my technical skills in [Specific Software, e.g., Clio, Relativity, or Westlaw] and my proactive approach to workflow management to your team. I thrive in high-pressure environments where prioritizing competing deadlines is essential to successful deal closings.

Attached is my resume for your review. I look forward to the opportunity to discuss how my professional background and dedication to the legal field align with the needs of [Law Firm Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]  
[Your Printed Name]