

[Your Full Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]  
[Your LinkedIn Profile]

[Date]  
[Hiring Manager Name]  
[Law Firm Name]  
[Firm Address]  
[City, State, Zip Code]

**RE: CRIMINAL DEFENSE LEGAL ASSISTANT POSITION - [JOB REFERENCE NUMBER]**

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

I am writing to express my strong interest in the Criminal Defense Legal Assistant position at [Law Firm Name], as advertised on [Platform/Referral]. With a solid background in [Number] years of legal support and a dedicated focus on criminal litigation procedures, I am eager to contribute to your firm's reputation for rigorous advocacy and client service.

In my previous role at [Previous Firm/Organization], I developed specialized expertise in managing the lifecycle of criminal cases. My core competencies include:

- Coordinating discovery processes and managing voluminous digital evidence.
- Drafting preliminary motions, subpoenas, and legal correspondence for defense counsel.
- Liaising with court clerks, prosecutors, and incarcerated clients with professionalism and discretion.
- Maintaining strictly confidential case files and managing complex trial calendars.

I am particularly drawn to [Law Firm Name] because of your recent work in [Specific Practice Area/Case Type]. I understand the high stakes involved in criminal defense and am prepared to provide the meticulous administrative support necessary to ensure your attorneys are fully prepared for every hearing, deposition, and trial.

I have enclosed my resume for your review and welcome the opportunity to discuss how my technical skills and commitment to due process can benefit your legal team. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]