

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Law Firm Name]

[Department Name]

[Street Address]

[City, State, Zip Code]

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

I am writing to express my interest in the Entry Level Legal Assistant position at [Law Firm Name], as advertised on [Platform Name/Company Website]. As a [Degree Title] graduate from [University Name] with a strong foundation in legal research and administrative support, I am eager to contribute to your [Practice Area, e.g., Litigation/Corporate] team.

During my academic tenure, I developed a keen eye for detail and proficiency in legal documentation. I am well-versed in [List Skills, e.g., Bluebook citation, LexisNexis, or file management]. My experience in [Previous Internship or Role] has prepared me to handle the fast-paced environment of a prestigious firm while maintaining the highest standards of confidentiality and organizational efficiency.

I am particularly drawn to [Law Firm Name] because of its reputation for [Specific Firm Achievement or Value]. I am confident that my dedication to professional excellence and my proactive approach to problem-solving will make me a valuable asset to your legal support staff.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background aligns with the needs of [Law Firm Name].

Sincerely,

[Your Signature]

[Your Printed Name]