

[FULL NAME]
[PHONE NUMBER] | [EMAIL ADDRESS]
[LINKEDIN PROFILE/ADDRESS]

[Date]

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

Re: Legal Assistant Position - [Reference Number if applicable]

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

I am writing to express my interest in the Family Law Legal Assistant position at [Law Firm Name], as advertised on [Where you saw the ad]. With a background in [Legal Studies/Administrative Support] and a specific interest in domestic relations, I am eager to contribute to your firm's reputation for excellence in client advocacy.

In my previous experience at [Previous Firm or Experience], I developed a strong foundation in managing high-conflict case files and sensitive client communications. I am proficient in drafting initial pleadings, financial affidavits, and discovery requests specific to divorce, custody, and support proceedings. I understand that family law requires not only technical precision in court filings and E-filing systems but also a high degree of empathy and discretion when dealing with clients facing stressful life transitions.

Key qualifications I offer include:

- Experience in calendaring court dates, depositions, and mediation sessions.
- Proficiency in [Software Name, e.g., Clio, Westlaw, or MyCase].
- The ability to organize complex financial disclosures and trial exhibits.
- Strong interpersonal skills suited for client intake and status updates.

I am particularly drawn to [Law Firm Name] because of your focus on [Specific area, e.g., Collaborative Law / High-Asset Divorce]. I am confident that my organizational skills and commitment to professional integrity will make me a valuable asset to your legal team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills align with the needs of your practice.

Sincerely,

[Signature]
[Printed Name]