

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title, e.g., Senior Paralegal or Managing Partner]

[Law Firm Name]

[Practice Group: Immigration Law]

[Street Address]

[City, State, Zip Code]

Dear [Mr./Ms./Mx. Surname],

I am writing to express my strong interest in the Immigration Law Legal Assistant position at [Law Firm Name], as advertised on [Source]. With a background in [Your Background/Degree] and a commitment to providing high-quality administrative and legal support, I am eager to contribute to your firm's success in navigating complex immigration matters.

During my previous experience at [Previous Company/Internship], I developed a keen eye for detail while managing [Types of Visas: e.g., H-1B, L-1, or Family-based petitions]. I am proficient in preparing Form [Form Numbers, e.g., I-129, I-140, or I-485] and assembling comprehensive evidence packages for USCIS submission. My ability to maintain organized case files and communicate effectively with clients from diverse cultural backgrounds aligns with the professional standards of [Law Firm Name].

Furthermore, I am fluent in [Language, if applicable] and possess strong technical skills in [Legal Software/Case Management Systems]. I understand the critical nature of deadlines in immigration proceedings and am prepared to manage a high-volume caseload while ensuring all filings are accurate and timely.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills and dedication to immigration advocacy can benefit your legal team.

Sincerely,

[Your Handwritten Signature (if mailing)]

[Your Printed Name]