

[Your Full Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Hiring Manager Name]  
[Law Firm or Company Name]  
[Department - e.g., Intellectual Property Group]  
[Street Address]  
[City, State, Zip Code]

**RE: Application for Intellectual Property Legal Assistant Position**

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

I am writing to formally express my interest in the Intellectual Property Legal Assistant position at [Law Firm/Company Name], as advertised on [Platform/Source]. With my background in [Legal Studies/Administrative Support] and a specific interest in [Patents/Trademarks/Copyrights], I am eager to contribute to your IP litigation and prosecution teams.

In my previous experience at [Previous Company/Internship], I developed a keen eye for detail in maintaining docketing systems and preparing USPTO filings. I am proficient in managing case files, conducting preliminary trademark searches, and ensuring all statutory deadlines are met with precision. My ability to handle confidential information and support high-volume IP portfolios aligns with the standards of excellence maintained by [Law Firm/Company Name].

I am particularly drawn to your firm because of its reputation in [Specific IP Practice Area or Recent Case]. I am confident that my organizational skills and technical knowledge of [Software/EFS-Web/TEAS] will allow me to provide immediate value to your attorneys and clients.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills can support your Intellectual Property department in an interview.

Sincerely,

[Your Signature]  
[Your Printed Name]