

[Your Full Name]

[Your Address Line 1]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Law Firm or Company Name]

[Department Name, e.g., Litigation Department]

[Street Address]

[City, State, Zip Code]

RE: APPLICATION FOR LITIGATION SUPPORT LEGAL ASSISTANT POSITION

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

I am writing to formally express my interest in the Litigation Support Legal Assistant position at [Firm Name], as advertised via [Source of Advertisement]. With a strong background in [Number] years of legal administrative support and a deep familiarity with the litigation lifecycle, I am prepared to contribute effectively to your legal team.

Throughout my professional experience, I have developed proficiency in managing complex document productions, coordinating electronic discovery (eDiscovery), and maintaining meticulous case files. My technical expertise includes [mention specific software, e.g., Relativity, Concordance, or TrialPad], ensuring that all trial exhibits and filings meet rigorous court standards and deadlines.

I am particularly adept at trial preparation, including the drafting of pleadings, the organization of deposition transcripts, and the coordination of witness schedules. My commitment to accuracy and my ability to maintain confidentiality align with the high standards of [Firm Name].

Enclosed is my resume, which provides further detail on my technical qualifications and legal experience. I welcome the opportunity to discuss how my skills in litigation support can benefit your firm's upcoming caseload.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Full Name]