

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Law Firm Name]

[Street Address]

[City, State, Zip Code]

RE: PERSONAL INJURY LEGAL ASSISTANT APPLICATION - [YOUR NAME]

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

I am writing to express my interest in the Personal Injury Legal Assistant position at [Law Firm Name] as advertised on [Platform/Source]. With a strong background in [Number] years of legal support and a dedicated focus on plaintiff-side advocacy, I am confident in my ability to contribute to your firm's success.

Throughout my career, I have developed comprehensive expertise in managing personal injury case files from inception through settlement or trial. My experience includes coordinating medical records requests, drafting pleadings and discovery responses, maintaining complex litigation calendars, and communicating empathetically with clients during difficult recovery periods. I am highly proficient in [Software, e.g., Clio, Needles, or TrialWorks] and familiar with [State] e-filing procedures.

What attracts me to [Law Firm Name] is your reputation for [specific firm achievement or value]. I am particularly skilled at organizing high volumes of medical billing and lien documentation to ensure maximum recovery for clients. I pride myself on my attention to detail and my ability to support attorneys in fast-paced, deadline-driven environments.

I have enclosed my resume for your review and look forward to the possibility of discussing how my skills in case management and client relations can benefit your team. Thank you for your time and consideration.

Sincerely,

[Your Full Name]