

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

[Date]

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

RE: REAL ESTATE LEGAL ASSISTANT APPLICATION - [JOB REFERENCE NUMBER]

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

I am writing to express my interest in the Real Estate Legal Assistant position at [Law Firm Name], as advertised on [Platform/Website]. With my background in [Number] years of legal support and my specific focus on residential and commercial property transactions, I am confident in my ability to contribute effectively to your real estate practice group.

In my previous role at [Previous Firm Name], I developed a comprehensive understanding of the real estate lifecycle. My core competencies include:

- Preparing and proofreading closing documents, including deeds, affidavits, and settlement statements.
- Conducting thorough title searches and coordinating with title insurance companies to clear encumbrances.
- Managing high-volume calendars and ensuring all filing deadlines for [State] land records are met.
- Facilitating communication between lenders, brokers, and clients to ensure seamless closings.

I am particularly drawn to [Law Firm Name] because of your reputation for [Specific Practice Area or Recent Deal]. I am a detail-oriented professional with proficiency in [Specific Software, e.g., Clio, SoftPro, or NetDocuments] and a commitment to maintaining the highest standards of client confidentiality and procedural accuracy.

Thank you for your time and consideration. I look forward to the possibility of discussing how my technical skills and dedication to real estate law can support the ongoing success of your firm.

Sincerely,

[Your Signature]

[Your Printed Name]