

**[Your Full Name]**  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Title, e.g., Managing Partner or HR Director]  
[Law Firm or Company Name]  
[Street Address]  
[City, State, Zip Code]

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

Re: Application for Senior Legal Assistant Position

I am writing to formally express my interest in the Senior Legal Assistant position at [Law Firm Name], as advertised on [Source of Job Posting]. With over [Number] years of experience specializing in [Practice Area, e.g., Litigation, Corporate Law, or Real Estate], I am confident that my technical expertise and proven track record in legal support will make me a valuable asset to your team.

Throughout my career, I have developed a comprehensive command of legal procedures, including [Skill 1, e.g., complex electronic filing], [Skill 2, e.g., trial preparation], and [Skill 3, e.g., legal research and drafting]. In my current role at [Current/Previous Firm], I have been instrumental in managing high-volume caseloads and supervising junior administrative staff to ensure the highest standards of accuracy and compliance.

I am particularly drawn to [Law Firm Name] because of your reputation for [Specific Firm Achievement or Value]. I am eager to bring my proficiency in [Specific Software, e.g., Clio, Westlaw, or LexisNexis] and my commitment to meticulous case management to support your attorneys in delivering exceptional client service.

Please find my resume attached for your review. I would welcome the opportunity to discuss how my background and professional skills align with the goals of [Law Firm Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]