

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

[Date]

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

RE: [JOB TITLE / REFERENCE NUMBER] - [YOUR NAME]

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

I am writing to express my strong interest in the [Job Title] position at [Law Firm Name], as advertised on [Platform where you found the job]. As a recently certified paralegal with a [Title of Certification] from [Institution], I am eager to apply my foundational knowledge of legal procedures, research, and documentation to support your [Practice Area, e.g., Litigation or Corporate] team.

During my certification program, I maintained a [GPA, if applicable] and developed a comprehensive understanding of [Skill 1, e.g., Bluebook citation], [Skill 2, e.g., e-filing protocols], and [Skill 3, e.g., legal memorandum drafting]. My background also includes [mention a relevant internship or previous administrative experience], where I refined my ability to manage tight deadlines and handle confidential client information with extreme discretion.

I am particularly drawn to [Law Firm Name] because of your reputation for [mention a specific firm value, notable case, or specialization]. I am a highly organized professional committed to accuracy and am ready to contribute to the high standards of legal service your clients expect.

Enclosed is my resume, which provides further detail on my technical proficiencies, including [Software Name, e.g., Westlaw, LexisNexis, or Clio]. I look forward to the possibility of discussing how my skills and certification can benefit your firm. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]