

[Your Full Name]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Entry Level Bankruptcy Paralegal position at [Law Firm Name], as advertised on [Where You Saw the Ad]. As a recent graduate of [University/Program Name] with a [Degree/Certificate Name], I am eager to apply my foundational knowledge of legal procedures and my strong attention to detail to your firm's bankruptcy practice.

During my academic training, I developed a solid understanding of [Chapter 7/Chapter 13] filings and the North American Industry Classification System. I am proficient in legal research and have gained hands-on experience drafting [List relevant documents, e.g., petitions, schedules, and motions] through my coursework. My background has equipped me with the organizational skills necessary to manage high-volume case files and meet the strict deadlines inherent in bankruptcy proceedings.

I am particularly drawn to [Law Firm Name] because of your reputation for [mention a specific aspect of the firm, e.g., client advocacy or specialization in creditor rights]. I am a quick learner, tech-savvy, and committed to maintaining the highest level of confidentiality and professionalism.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills and enthusiasm can contribute to your legal team.

Sincerely,

[Your Signature]  
[Your Printed Name]