

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

[Date]

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

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

I am writing to express my enthusiastic interest in the **Entry Level Corporate Paralegal** position at [Company/Firm Name], as advertised on [Platform/Website]. Having recently completed my [Degree/Paralegal Certificate] from [Institution Name], I am eager to apply my academic foundation in corporate law and my meticulous attention to detail to support your legal team.

During my studies, I developed a strong grasp of corporate governance, entity formation, and the preparation of closing binders. I am proficient in legal research and drafting essential documents, including operating agreements, board resolutions, and SEC filings. My background has equipped me with the organizational skills necessary to manage high volumes of documentation and meet the rigorous deadlines inherent in corporate transactions.

In addition to my technical training, I possess a high level of proficiency in [List Software, e.g., Microsoft Office Suite, Westlaw, or Relativity]. I am a proactive communicator who thrives in fast-paced environments, and I am committed to maintaining the highest standards of confidentiality and professional ethics in all my work.

I am particularly drawn to [Company/Firm Name] because of its reputation for excellence in [Specific Practice Area or Recent Deal]. I am confident that my work ethic and dedication to accuracy will make me a valuable asset to your corporate department.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills align with the needs of your firm.

Sincerely,

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