

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Law Firm Name]

[Firm Address]

[City, State, Zip Code]

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

I am writing to express my strong interest in the **Entry Level Criminal Law Paralegal** position at [Law Firm Name], as advertised on [Job Board/Firm Website]. As a recent graduate of [University/College] with a [Degree/Certificate] in Paralegal Studies, I am eager to apply my foundational knowledge of criminal procedure and legal research to support your defense team.

During my academic training, I developed a rigorous understanding of the criminal justice system, including [mention specific area, e.g., discovery review, motion drafting, or filing procedures]. I am proficient in legal research platforms such as Westlaw and LexisNexis, and I have cultivated a sharp eye for detail through [mention a relevant project or internship experience]. I understand the fast-paced nature of criminal litigation and the high level of discretion required when handling sensitive client information.

Your firm's reputation for [mention a specific firm achievement or practice area, e.g., aggressive felony defense or constitutional advocacy] aligns with my career goal of providing high-quality legal support to ensure a fair judicial process. I am a highly organized professional who thrives under deadlines and is committed to assisting attorneys in managing heavy caseloads efficiently.

I have attached my resume for your review and welcome the opportunity to discuss how my dedication and technical skills can benefit [Law Firm Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]