

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

[Date]

[Hiring Manager Name]
[Title]
[Law Firm or Organization Name]
[Address]

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

Please accept this letter and the enclosed resume as my formal application for the Entry-Level Environmental Law Paralegal position at *[Firm Name]*. Having recently earned my *[Degree/Paralegal Certificate]* from *[University Name]*, I am eager to apply my research skills and passion for environmental advocacy to support your legal team.

During my academic studies, I focused heavily on *[Specific Area: e.g., Clean Air Act, CERCLA, or Water Rights]*. I developed a strong foundation in legal research using Westlaw and LexisNexis, as well as experience in drafting *[e.g., case summaries, legal memos, or administrative filings]*. My background in *[Environmental Science/Political Science/Other]* allows me to interpret complex technical reports and translate them into actionable legal support documents.

I am particularly drawn to *[Firm Name]* because of your recent work regarding *[Specific Case or Practice Area]*. I am a highly organized professional with a meticulous eye for detail, essential for managing the extensive documentation and regulatory compliance timelines inherent in environmental litigation and permitting.

I would welcome the opportunity to discuss how my academic background and dedication to environmental law can contribute to the success of your firm. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]