

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Law Firm Name]

[Street Address]

[City, State, Zip Code]

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

I am writing to express my interest in the Entry Level Family Law Paralegal position at [Law Firm Name], as advertised on [Platform/Referral]. Having recently completed my [Paralegal Certificate/Degree] from [Institution], I am eager to apply my foundational knowledge of legal procedures and my commitment to client advocacy within your domestic relations practice.

During my studies, I developed a strong proficiency in legal research, document drafting, and case management. My coursework focused heavily on family law matters including [divorce, child custody, and property division]. I am particularly skilled at organizing complex case files and maintaining professional communication with clients during sensitive and high-stress situations-a skill I refined during my [internship/previous experience] at [Company/Organization].

I am drawn to [Law Firm Name] because of your reputation for [specific firm achievement or value]. I am a detail-oriented professional who thrives in fast-paced environments, and I am prepared to assist your attorneys with filing motions, preparing discovery requests, and managing court calendars with the utmost discretion and accuracy.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my dedication and educational background can contribute to the continued success of your team.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]