

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

[Date]

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

Dear [Hiring Manager Name/Hiring Committee],

I am writing to express my strong interest in the Entry Level Immigration Paralegal position at [Law Firm Name], as advertised on [Platform where you found the job]. As a [Degree/Certification] holder from [University Name] with a deep-seated commitment to immigration law and human rights, I am eager to contribute to your firm's reputation for [mention a specific firm specialty, e.g., family-based petitions or business immigration].

During my academic tenure, I developed a rigorous attention to detail and a proficiency in legal research and writing. My experience with [mention a relevant skill, e.g., case management software, foreign language fluency, or administrative support] has prepared me to manage the high-volume documentation and strict deadlines inherent in immigration filings. I am particularly adept at [mention a task, e.g., drafting affidavits, organizing USCIS forms, or client communication], ensuring that all materials are prepared with a high degree of accuracy and empathy.

I am drawn to [Law Firm Name] because of your work in [mention a specific recent case or firm value]. I am a quick learner who thrives in fast-paced environments and is ready to assist your legal team in navigating the complexities of the [specific area, e.g., PERM process, asylum applications, or EB-1 visas]. My goal is to alleviate the administrative burden on your attorneys while providing professional support to clients from diverse backgrounds.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my skills and dedication can support the mission of [Law Firm Name].

Sincerely,

[Your Name]