

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

[Date]

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

Dear [Hiring Manager Name/Hiring Committee],

I am writing to express my enthusiastic interest in the **Entry-Level Intellectual Property Paralegal** position at [Firm/Company Name], as advertised on [Platform/Website]. As a recent [Degree Name] graduate from [University] with a strong foundation in [Legal Studies/Specific Field], I am eager to contribute my research, organizational, and administrative skills to your [Patent/Trademark/Copyright] practice group.

During my academic tenure, I developed a keen interest in Intellectual Property law, specifically focusing on [mention a specific area like trademark lifecycle or patent prosecution steps]. My coursework and [Internship/Relevant Experience] have equipped me with the ability to manage complex documentation, conduct thorough legal research, and maintain strict attention to detail under tight deadlines. I am particularly adept at [mention a skill, e.g., technical writing, database management, or file organization], which I believe will allow me to provide immediate support to your team of attorneys.

I am highly proficient in [mention software, e.g., Microsoft Office Suite, LexisNexis, or specialized IP software] and possess the professional communication skills necessary for coordinating with clients and the USPTO. I am eager to bring my proactive work ethic and passion for IP protection to [Firm/Company Name], a firm I admire for its reputation in [mention a specific firm achievement or practice area].

Thank you for your time and consideration. I look forward to the possibility of discussing how my background and dedication align with the needs of your Intellectual Property team.

Sincerely,

[Your Name]