

[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]

Re: Application for Entry Level Litigation Paralegal Position

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

I am writing to express my strong interest in the Entry Level Litigation Paralegal position at [Law Firm Name], as advertised on [Platform/Source]. Having recently completed my [Degree/Paralegal Certificate] from [Institution], I am eager to apply my academic foundation in legal research, document management, and court procedures to support your litigation team.

During my studies, I developed a high level of proficiency in [mention specific skill, e.g., Bluebook citing, Westlaw/LexisNexis, or trial preparation]. My background has equipped me with the organizational skills necessary to manage complex discovery timelines and maintain meticulous case files. I am particularly drawn to [Law Firm Name] because of your reputation in [mention specific practice area, e.g., personal injury, corporate defense, or civil rights].

In my previous [internship/work experience] at [Previous Organization], I successfully [mention a relevant achievement, e.g., organized a digital filing system for 50+ active cases or assisted in drafting initial motions]. This experience solidified my ability to thrive in fast-paced environments and meet rigorous deadlines while maintaining absolute attention to detail.

I am confident that my dedication to legal excellence and my proactive approach will make me a valuable asset to your firm. I welcome the opportunity to discuss how my skills align with the needs of your litigation department.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]