

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

[Date]

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

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

I am writing to express my strong interest in the [Job Title] position at [Law Firm Name], as advertised on [Platform where you found the job]. As a recent graduate of [University/College Name] with a [Degree Name, e.g., Certificate in Paralegal Studies or B.A. in Political Science], I am eager to apply my academic foundation in legal research, document preparation, and litigation support to contribute to your team.

Although I am entering the legal field as an entry-level professional, my academic training has equipped me with a thorough understanding of [mention 2-3 specific areas, e.g., civil procedure, legal terminology, or bluebook citation]. During my studies, I consistently demonstrated a high level of attention to detail and organizational skills, specifically when [briefly mention a relevant academic project, internship, or transferable skill from a previous job].

I am particularly drawn to [Law Firm Name] because of your reputation in [mention a specific practice area or firm achievement]. I am a highly motivated individual with a commitment to maintaining the highest ethical standards and confidentiality. I am proficient in [mention software, e.g., Westlaw, LexisNexis, or Microsoft Office Suite] and possess the strong communication skills necessary to assist attorneys and interface professionally with clients.

Thank you for your time and for considering my application. I am eager to discuss how my background and dedication can support the goals of [Law Firm Name]. I look forward to the possibility of an interview.

Sincerely,

[Your Signature (if sending by mail)]  
[Your Typed Name]