

[Your Full Name]  
[Your Address]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

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

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

I am writing to express my strong interest in the [Entry Level Paralegal / Junior Personal Injury Paralegal] position at [Law Firm Name], as advertised on [Job Board Name]. As a recent graduate of [University/Paralegal Program] with a [Degree/Certification], I am eager to apply my foundational knowledge of legal procedures and my commitment to client advocacy to your firm's personal injury practice.

During my academic training, I developed a strong grasp of the litigation lifecycle, including drafting summons and complaints, managing discovery requests, and organizing medical records. My background has equipped me with the organizational skills necessary to manage high-volume caseloads and meet strict court deadlines. I am particularly drawn to [Law Firm Name] because of your reputation for [specific firm achievement or practice area, e.g., compassionate client service/aggressive litigation].

I possess advanced proficiency in [Legal Software/MS Office] and have honed my communication skills through [relevant experience or internship]. I am prepared to assist your attorneys in performing legal research, communicating with insurance adjusters, and ensuring that clients receive timely updates on their claims. I am a quick learner, highly detail-oriented, and ready to contribute to the efficiency of your legal team from day one.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills and motivation align with the needs of [Law Firm Name].

Sincerely,

[Signature for hard copy]  
[Your Printed Name]