

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

[Date]

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

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

I am writing to express my interest in the Entry Level Real Estate Paralegal position at [Law Firm Name], as advertised on [Where You Saw the Ad]. As a recent graduate of [University/College] with a [Degree/Certificate] in [Field of Study], I am eager to apply my academic background in property law and my strong organizational skills to support your real estate practice group.

During my studies, I developed a solid foundation in [mention specific areas like: title searches, deed preparation, or closing coordination]. My internship at [Previous Company/Internship Site] provided me with practical experience in [Task 1] and [Task 2], where I maintained a high level of accuracy and attention to detail under tight deadlines. I am proficient in [Software/Tools, e.g., LexisNexis, MS Office, or specific Practice Management software] and possess the professional communication skills necessary to interact with clients, lenders, and title companies.

I am particularly drawn to [Law Firm Name] because of your reputation for [mention a specific firm achievement or practice area]. I am a proactive learner and am committed to becoming a valuable asset to your team while pursuing excellence in real estate law.

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

Sincerely,

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