

[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 enthusiastic interest in the Entry-Level Paralegal 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 in [Major] and a [Paralegal Certificate, if applicable], I am eager to contribute my research, drafting, and organizational skills to your [Specific Practice Group, e.g., Litigation or Corporate] team.

During my academic tenure, I developed a strong foundation in legal terminology, case law research using [Westlaw/LexisNexis], and the preparation of legal documents including motions and briefs. My internship experience at [Previous Internship/Organization] allowed me to manage high-volume case files and assist attorneys with trial preparation under tight deadlines. These experiences have refined my attention to detail and my ability to maintain strict confidentiality in all professional matters.

I am particularly drawn to [Law Firm Name] because of your reputation for [mention a specific firm achievement, value, or specialty]. I am confident that my work ethic and commitment to administrative excellence will make me a valuable asset to your firm. I am prepared to handle the rigorous demands of a fast-paced legal environment while providing high-quality support to your legal staff.

Thank you for your time and for considering my application. I have attached my resume for your review and welcome the opportunity to discuss how my background aligns with the needs of [Law Firm Name] in an interview.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]