

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile / Portfolio URL]

[Current Date]

[Hiring Manager Name]

[Title, e.g., Director of Litigation Support]

[Law Firm or Organization Name]

[Street Address]

[City, State, Zip Code]

Dear [Hiring Manager Name/Title],

Re: Application for Litigation Support Specialist Position

I am writing to express my strong interest in the Litigation Support Specialist position at [Firm Name]. With a background in [Number] years of legal technology and e-discovery management, I am confident in my ability to streamline your firm's technical workflows and support your legal teams through all phases of the EDRM.

During my previous tenure at [Previous Firm/Company], I specialized in:

- Managing complex database environments in platforms such as [Relativity/Everlaw/Concordance].
- Coordinating large-scale document productions and ensuring strict adherence to technical specifications.
- Providing real-time courtroom technology support and trial presentation assistance.
- Automating data processing workflows to reduce turnaround times and minimize human error.

I am particularly drawn to [Firm Name] because of your reputation for [specific firm detail, e.g., high-stakes intellectual property litigation]. I am eager to apply my technical proficiency in [mention specific software or forensic tools] to enhance your practice group's efficiency and data security protocols.

Thank you for your time and consideration. I look forward to the possibility of discussing how my technical expertise can contribute to the success of your litigation team.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]