

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Hiring Manager Name]
[Law Firm Name]
[Practice Group: Bankruptcy/Restructuring]
[Street Address]
[City, State, Zip Code]

RE: LEGAL ASSISTANT POSITION - BANKRUPTCY DEPARTMENT

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

I am writing to express my interest in the Bankruptcy Legal Assistant position at [Law Firm Name] as advertised on [Platform]. With a strong background in [Chapter 7/11/13] proceedings and a meticulous approach to case management, I am confident in my ability to provide high-level support to your legal team.

In my previous experience at [Previous Firm/Organization], I developed specialized expertise in preparing voluntary petitions, schedules, and statements of financial affairs. I am highly proficient in utilizing [Software Names, e.g., Best Case, CINgroup] and navigating the CM/ECF electronic filing systems for the United States Bankruptcy Courts. My attention to detail ensures that all federal and local rules are strictly adhered to, minimizing the risk of case dismissals or delays.

Beyond technical documentation, I excel at managing client communications during high-stress financial periods. I am adept at gathering necessary due diligence, including credit briefings, tax returns, and means testing documentation, while maintaining the utmost confidentiality and professionalism. I am eager to bring my organizational skills and understanding of the Bankruptcy Code to [Law Firm Name].

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills align with the needs of your bankruptcy practice.

Sincerely,

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