

**[Your Full Name]**

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Law Firm 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 Legal Assistant position at [Law Firm Name], as advertised on [Platform/Website]. As a recent [Degree Name] graduate from [University Name] with a strong foundation in [Legal Specialization/Research], I am eager to contribute to your team's reputation for excellence in [Area of Law].

During my academic career, I developed a meticulous eye for detail and advanced proficiency in legal research tools such as Westlaw and LexisNexis. My coursework in [Relevant Course 1] and [Relevant Course 2] provided me with a comprehensive understanding of legal terminology, document preparation, and the nuances of the litigation process. Additionally, my internship at [Organization Name] allowed me to refine my skills in managing case files, scheduling depositions, and drafting initial correspondence under strict deadlines.

I am particularly drawn to [Law Firm Name] because of your recent success in [Specific Case or Practice Area]. I am a highly organized professional who thrives in fast-paced environments and maintains absolute confidentiality. I am confident that my technical skills, combined with my dedication to professional growth within the legal field, make me a strong candidate for this role.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background and enthusiasm can benefit the legal team at [Law Firm Name].

Sincerely,

[Your Signature]

[Your Printed Name]