

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

[Date]

[Hiring Manager Name]
[Title]
[Government Agency Name]
[Department/Division]
[Street Address]
[City, State, Zip Code]

RE: [JOB TITLE / VACANCY ANNOUNCEMENT NUMBER]

Dear [Hiring Manager Name/Selection Committee],

Please accept this formal letter of interest for the Legal Assistant position within the [Agency Name], as advertised via [Source of Advertisement]. With a background in [Number] years of legal support and a specialized focus on [Specific Area of Law/Regulation], I am prepared to contribute to the mission and regulatory integrity of your department.

During my tenure at [Current/Previous Employer], I developed expertise in managing complex case files, conducting meticulous legal research, and ensuring strict compliance with procedural deadlines. My experience includes [Specific Technical Skill, e.g., e-discovery, FOIA processing, or drafting subpoenas], which aligns directly with the operational requirements of the [Agency Name]. I am adept at navigating administrative protocols and maintaining the high level of confidentiality required in public service.

I am particularly drawn to this role due to [Agency Name]'s recent initiatives in [Specific Agency Project or Goal]. I am confident that my proficiency in [Software/Skill] and my commitment to public sector excellence will allow me to provide immediate, high-quality administrative and paralegal support to your legal counsel team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience in [Relevant Experience] can support the legal mandates of the [Agency Name].

Sincerely,

[Your Signature]

[Your Printed Name]