

**[Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Law Firm Name]  
[Firm Address]  
[City, State, Zip Code]

Re: Immigration Legal Assistant Position - [Job Reference Number]

Dear [Hiring Manager Name/Mr./Ms. Last Name],

I am writing to express my interest in the Immigration Legal Assistant position at [Law Firm Name], as advertised on [Where You Saw the Ad]. With a strong background in [Type of Law: e.g., Family-based, Business, or Humanitarian] immigration and a commitment to procedural accuracy, I am eager to contribute to your firm's reputation for excellence.

In my previous role at [Previous Firm/Organization], I managed a high-volume caseload including [Form Types: e.g., I-130, I-485, H-1B, or N-400] filings. I am proficient in navigating USCIS, DOS, and DOL portals, ensuring that all evidentiary documentation met strict regulatory standards. My experience also includes [Specific Skill: e.g., legal research, drafting declarations, or client intake in multiple languages].

I am particularly drawn to [Law Firm Name] because of your work in [Specific Practice Area or Recent Case]. I understand the life-changing impact of immigration law and maintain a high level of empathy and professionalism when communicating with clients from diverse cultural backgrounds.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my skills align with the needs of your legal team.

Sincerely,

[Signature (if sending by mail)]

[Full Name]