

[Your Full Name]

[Street Address] | [City, State, Zip Code]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]

[Current Date]

[Hiring Manager Name]

[Title/Partner Name]

[Law Firm Name]

[Street Address]

[City, State, Zip Code]

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

I am writing to express my strong interest in the Legal Assistant position within the Insurance Defense practice group at [Law Firm Name], as advertised on [Where you saw the posting]. With [Number] years of experience specialized in civil litigation and insurance defense, I am confident in my ability to provide high-level support to your legal team.

In my previous role at [Previous Firm], I managed a heavy caseload focusing on [General Liability/Medical Malpractice/Workers' Compensation/etc.]. I am highly proficient in the end-to-end litigation lifecycle, including drafting discovery responses, preparing subpoenas, coordinating depositions, and summarizing medical records. My technical skills include mastery of [Case Management Software, e.g., Clio, ProLaw] and extensive experience with e-filing in both state and federal courts.

I understand the rigorous reporting requirements and billing guidelines specific to insurance carriers. I pride myself on my meticulous attention to detail and my ability to meet strict deadlines while maintaining professional communication with adjusters, opposing counsel, and expert witnesses. I am eager to bring this same level of dedication and technical expertise to [Law Firm Name].

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background in insurance defense can contribute to the continued success of your firm.

Sincerely,

[Your Full Name]