

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Title, e.g., Lead IP Counsel or HR Director]
[Law Firm or Company Name]
[Street Address]
[City, State, Zip Code]

Re: Application for Intellectual Property Legal Assistant - [Job Reference Number, if applicable]

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

I am writing to express my enthusiastic interest in the Intellectual Property Legal Assistant position at [Firm/Company Name], as advertised on [Platform]. With a strong background in [Trademark/Patent/Copyright] prosecution support and a meticulous approach to docket management, I am confident in my ability to contribute to your IP department's success.

In my previous role at [Previous Firm/Company Name], I supported a team of attorneys in managing extensive global IP portfolios. My experience includes preparing and filing [U.S. / PCT / Madrid Protocol] applications, conducting preliminary trademark clearance searches, and maintaining accurate electronic files. I am highly proficient in [IP Management Software, e.g., FoundationIP, Anaqua, or AppColl] and the USPTO's electronic filing systems (TEAS and Patent Center).

I am particularly drawn to [Firm/Company Name] because of your reputation for excellence in [Specific Practice Area or Industry]. I pride myself on my ability to prioritize shifting deadlines while maintaining an exceptional level of accuracy in legal documentation and correspondence.

I would welcome the opportunity to discuss how my technical skills and dedication to intellectual property law can benefit your team. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]