

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

[Date]

[Hiring Manager Name]
[Law Firm Name]
[Department/Practice Group]
[Street Address]
[City, State, Zip Code]

Re: Application for Litigation Legal Assistant Position

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

I am writing to express my interest in the Litigation Legal Assistant position at [Law Firm Name], as advertised on [Platform/Source]. With [Number] years of experience supporting high-stakes litigation teams, I am confident in my ability to contribute to your firm's success through meticulous case management and proactive administrative support.

In my previous role at [Previous Firm Name], I managed the full litigation lifecycle from intake through trial preparation. My technical expertise includes e-filing in state and federal courts (CM/ECF), managing complex discovery via [Software Name], and drafting legal documents such as subpoenas, motions, and deposition notices. I am well-versed in maintaining accurate dockets and ensuring all court-mandated deadlines are strictly met.

I am particularly drawn to [Law Firm Name] because of your reputation in [Specific Practice Area, e.g., Commercial Litigation]. I am a highly organized professional who thrives in fast-paced environments, and I am eager to bring my skills in document production and trial exhibit preparation to your team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background aligns with the needs of [Law Firm Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]