

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

[Date]

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

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

I am writing to express my enthusiastic interest in the Personal Injury Legal Assistant position at [Law Firm Name], as advertised on [Platform/Source]. With a strong background in [Number] years of legal support and a dedicated focus on plaintiff-side advocacy, I am confident in my ability to contribute to your firm's reputation for excellence and client success.

Throughout my career, I have developed a comprehensive understanding of the personal injury litigation lifecycle. My expertise includes managing high-volume caseloads, drafting pleadings and discovery requests, and coordinating extensively with medical providers for record procurement and billing summaries. I am particularly skilled at navigating the complexities of [mention specific case types, e.g., motor vehicle accidents, medical malpractice, or slip and fall] claims.

I pride myself on my ability to provide compassionate communication to clients during difficult times while maintaining the rigorous organizational standards required for pre-litigation and trial preparation. My technical proficiency includes [List Software, e.g., Clio, Needles, or TrialWorks], ensuring that all filings and deadlines are managed with meticulous precision.

I am eager to bring my proactive approach and commitment to legal excellence to [Law Firm Name]. Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of your personal injury team.

Sincerely,

[Your Signature]  
[Your Printed Name]