

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

[Date]

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

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

I am writing to express my strong interest in the Real Estate Legal Assistant position at [Law Firm Name], as advertised on [Source of Advertisement]. With a solid background in [Number] years of legal support and a specialized focus on residential and commercial property transactions, I am confident in my ability to contribute to your firm's esteemed real estate practice group.

Throughout my career, I have developed a comprehensive understanding of the real estate closing process. My expertise includes drafting conveyance documents, coordinating title searches, preparing closing binders, and managing communications between lenders, brokers, and escrow agents. At my previous position with [Previous Firm Name], I successfully managed a high-volume caseload, ensuring that all deadlines were met with meticulous attention to detail and compliance with state-specific statutes.

I am particularly drawn to [Law Firm Name] because of your reputation for [mention a specific firm achievement or specialty, e.g., complex commercial developments or land use litigation]. I am eager to bring my proficiency in [Software Name, e.g., Clio, SoftPro, or Westlaw] and my proactive approach to administrative management to your team to help streamline operations and enhance client satisfaction.

Thank you for your time and for considering my application. I welcome the opportunity to discuss how my technical skills and dedication to legal excellence can benefit [Law Firm Name] in further detail during an interview.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]