

# [YOUR FULL NAME]

[City, State, Zip] | [Phone Number] | [Email Address] | [LinkedIn Profile URL]

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[Date]

[Hiring Manager Name]  
[Title]  
[Law Firm or Company Name]  
[Street Address]  
[City, State, Zip]

## **RE: SENIOR PARALEGAL / LEGAL ASSISTANT APPLICATION - [JOB REFERENCE NUMBER]**

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

With over [Number] years of experience providing comprehensive high-level litigation support and complex case management within [Practice Area, e.g., Corporate Law/Personal Injury/Commercial Litigation], I am writing to express my interest in the Senior Paralegal position at [Law Firm Name]. My background includes a proven track record of optimizing firm workflows, supervising junior legal staff, and ensuring the seamless execution of trial preparations.

In my most recent role at [Current/Previous Firm], I was instrumental in managing a portfolio of [Number] active cases, where I focused on [mention a specific key skill, e.g., e-discovery management, drafting complex pleadings, or regulatory compliance]. My expertise in [Specific Software, e.g., Relativity, Westlaw, or Clio] allowed me to reduce document review time by [Percentage]% while maintaining rigorous standards of accuracy and confidentiality.

Key highlights of my professional contributions include:

- [Highlight 1: Mention a specific legal victory or major project managed].
- [Highlight 2: Mention leadership, such as training junior paralegals or managing a department budget].
- [Highlight 3: Mention technical skills or process improvements implemented].

I am particularly drawn to [Law Firm Name] because of your reputation for [Firm Specialty or Recent Achievement]. I am confident that my sophisticated understanding of [State/Federal] court rules and my proactive approach to legal project management will make me a valuable asset to your legal team.

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

Sincerely,

[Your Signature (if sending by mail)]  
[Your Typed Name]