

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific position title] at [Company's Name] as advertised [where you found the job listing]. With my [number] years of experience in the legal field, combined with my strong educational background, I am confident in my ability to contribute effectively to your team.

In my previous role at [Your Previous Company], I [describe a relevant skill or responsibility that showcases your qualifications]. This experience honed my ability to [specific skill related to the job], allowing me to [specific achievement or outcome]. My dedication to [aspect of law or legal work] has equipped me with a thorough understanding of [related legal area or skills relevant to the position]. I am particularly impressed by [something notable about the company or its work], and I believe that my skills in [specific skills] align well with the needs of your team. I am eager to bring my expertise in [any relevant software, legal practices, negotiation skills, etc.] to [Company's Name] and contribute to [mention any specific goals or values of the company].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your firm. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email Address].

Sincerely,  
[Your Name]