

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[Law Firm's Name]
[Law Firm's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] at [Law Firm's Name] as advertised [where you found the job listing]. With a [Your Degree] in [Your Field] from [Your University] and [number] years of relevant experience, I am excited about the opportunity to contribute to your esteemed firm.

In my previous role at [Your Previous Employer], I successfully [mention a specific achievement or responsibility]. This experience has equipped me with a strong foundation in [specific legal skill or area, such as litigation, research, client relations, etc.], which I believe aligns well with the needs of your team.

I am particularly drawn to [Law Firm's Name] because of [mention a specific reason related to the firm, such as its reputation, practice areas, or values]. I am eager to bring my skills in [specific skills] to your team and contribute to the success of your clients.

Enclosed is my resume for your review. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasms can fit into the innovative work at [Law Firm's Name]. Thank you for considering my application.

Sincerely,

[Your Name]

[Attachment: Resume]