

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the Legal Analyst position at [Company's Name] as advertised on [where you found the job listing]. With a strong background in legal research, analysis, and compliance, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Company Name], I successfully [briefly describe a relevant achievement or responsibility, e.g., "conducted extensive legal research and analysis that supported major case strategies"]. My ability to interpret complex legal documents and provide clear recommendations has been instrumental in [mention a specific outcome, e.g., "reducing operational risks and enhancing policy compliance"].

I am particularly drawn to the role at [Company's Name] because [mention something specific about the company or team that appeals to you]. I am confident that my skills in [mention specific skills relevant to the job description, e.g., legal writing, case management, etc.] would add value to your team.

I have attached my resume for your review and would appreciate the opportunity to discuss how my background, skills, and enthusiasms align with the needs of your team. Thank you for considering my application. I look forward to the possibility of contributing to [Company's Name].

Sincerely,
[Your Name]