

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Your Email]  
[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 Legal Research Assistant position at [Company's Name] as advertised on [where you found the job listing]. With a solid background in legal research and strong analytical skills, I believe I am a strong candidate for this role.

During my time at [Previous Company/University/Internship], I honed my skills in legal research methodologies and developed proficiency in utilizing databases such as Westlaw and LexisNexis. I successfully assisted attorneys in preparing for trials by gathering and analyzing relevant case law, statutes, and legal documents, ensuring accurate and thorough preparation.

I possess excellent communication skills, both written and verbal, and I am adept at synthesizing complex information into concise, actionable reports. My attention to detail and ability to work independently or as part of a team have enabled me to meet tight deadlines while maintaining high-quality work.

I am excited about the opportunity to contribute to [Company's Name] and support your legal team. I look forward to discussing how my background, skills, and enthusiasms align with the needs of your team.

Thank you for considering my application. I hope to speak with you soon.  
Sincerely,

[Your Name]