

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Law Firm/Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the Trial Attorney position at [Law Firm/Company Name] as advertised on [where you found the job listing]. With a [specific degree] from [University Name] and over [X years] of experience in [specific area of law], I am confident in my ability to contribute effectively to your team.

In my previous role at [Previous Employer], I successfully [mention a relevant achievement or responsibility], which resulted in [describe outcome or impact]. My extensive knowledge of [specific legal areas] and proven skills in [mention specific skills, e.g., litigation, negotiation] have prepared me well for the challenges at [Law Firm/Company Name].

I am particularly drawn to this position because [mention something specific about the firm or its reputation], and I am excited about the opportunity to work alongside talented professionals who share my dedication to [values or goals relevant to the firm].

I would welcome the chance to further discuss my qualifications and how I can contribute to your esteemed firm. Thank you for considering my application. I look forward to the possibility of discussing this opportunity with you.

Sincerely,
[Your Name]