

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[RTC Name]
[RTC Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my interest in the legal position at [RTC Name] as advertised on [where you found the job listing]. With a [degree, e.g., Juris Doctor] from [Your Law School] and [number] years of experience in [specific areas of law], I am excited about the opportunity to contribute to your team.

During my time at [Previous Employer or Internship], I successfully [mention relevant experience, e.g., handled case research, prepared legal documents, etc.]. My ability to [specific skills, e.g., analyze complex legal issues, communicate effectively with clients] has consistently resulted in positive outcomes.

I am particularly drawn to this position because [mention why you are interested in this specific RTC or role, e.g., commitment to justice, your legal philosophy]. I am eager to bring my background in [specific skills or experiences related to the job] to [RTC Name].

Thank you for considering my application. I look forward to the possibility of discussing how my skills and experiences align with the needs of your legal team.

Sincerely,
[Your Name]