

[Your Full Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]  
[Link to LinkedIn Profile/Portfolio]

[Date]

[Hiring Manager Name]  
[Firm Name]  
[Firm Address]  
[City, State, Zip Code]

Re: Application for Junior Patent Associate Position

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my strong interest in the Junior Patent Associate position at [Firm Name], as advertised on [Platform where you found the job]. With my background in [Your Technical Field, e.g., Electrical Engineering/Biotechnology] and my recent [Juris Doctor/Master of Laws] from [University Name], I am eager to contribute to your firm's internationally recognized intellectual property practice.

During my studies, I developed a deep understanding of patent prosecution and litigation strategies. My technical expertise allows me to grasp complex inventions quickly, while my legal training has equipped me with the skills to draft precise patent applications and respond effectively to Office Actions. Furthermore, my experience in [mention a relevant internship, clinical program, or previous role] has refined my ability to conduct thorough prior art searches and freedom-to-operate analyses.

I am particularly drawn to [Firm Name] because of its global reach and its reputation for handling sophisticated cross-border IP matters. Having [mention a specific language skill or international experience, if applicable], I am well-prepared to collaborate with your diverse team and serve clients across multiple jurisdictions. I am committed to delivering high-quality legal work that aligns with the strategic business goals of international innovators.

Thank you for considering my application. I have attached my resume and [mention any other documents, e.g., technical writing sample] for your review. I look forward to the possibility of discussing how my technical and legal skills can support the continued success of [Firm Name].

Sincerely,

[Your Signature (if sending by mail)]  
[Your Printed Name]