

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Hiring Manager Name]
[Law Firm or Company Name]
[Address]

Re: Application for [Job Title] - Expertise in Legal Drafting

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Law Firm/Company Name]. With a proven track record in high-stakes litigation support, I offer extensive experience in drafting complex legal briefs and sophisticated court motions that deliver results.

During my tenure at [Previous Firm/Organization], I was responsible for preparing a wide range of legal documents, including:

- **Appellate Briefs:** Synthesizing intricate case law and trial records into persuasive arguments for state and federal appellate courts.
- **Dispositive Motions:** Drafting successful Motions for Summary Judgment and Motions to Dismiss involving multi-jurisdictional legal issues.
- **Specialized Pleadings:** Formulating comprehensive discovery motions, evidentiary briefs, and trial memoranda.

My approach combines meticulous legal research with a clear, authoritative writing style designed to withstand rigorous judicial scrutiny. I am adept at translating complicated factual patterns into compelling legal narratives that align with overarching case strategies.

I have attached my resume and a writing sample for your review. I look forward to the opportunity to discuss how my drafting expertise can contribute to the success of [Law Firm/Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]