

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

[Date]

[Hiring Manager Name]
[Firm Name]
[Firm Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Firm Name]. As a dedicated legal professional, I have long admired your firm's standing in the industry. Your firm's reputation in the legal business aligns perfectly with my professional goals and values.

Throughout my career, I have focused on [mention a specific area of law or skill]. I am particularly drawn to [Firm Name] because of your commitment to [mention a specific firm achievement, value, or practice area]. I believe that my background in [mention your experience] will allow me to contribute effectively to your team while upholding the high standards of excellence for which your firm is known.

My goal is to grow within a firm that prioritizes integrity and results. Joining a practice with your level of prestige is a natural next step in my career, and I am eager to bring my expertise to your clients.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills can benefit [Firm Name].

Sincerely,

[Your Name]