

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

[Date]

[Recipient Name]
[Title]
[Organization Name]
[Address]

Subject: Please Review This Application Letter And My Enclosed Legal Resume

Dear [Recipient Name],

I am writing to formally request your review of my application materials for the [Job Title] position at [Organization Name].

Please find enclosed my application letter and my legal resume. I believe my academic background in law and my experience in [Mention a specific area, e.g., litigation or corporate law] make me a strong candidate for this role.

I would appreciate any feedback you may have regarding my qualifications and the presentation of my documents. Thank you for your time and for considering my application.

I look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Typed Name]

Enclosures: Application Letter, Legal Resume