

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Entry-Level Paralegal position at [Law Firm Name], as advertised on [Where you saw the job post]. As a recent graduate with a degree in [Your Degree] and a certificate in Paralegal Studies, I am eager to contribute my research, drafting, and organizational skills to your legal team.

During my academic training, I developed a solid foundation in legal terminology, case law research, and the preparation of legal documents such as motions and briefs. I am highly proficient in using legal databases like Westlaw and LexisNexis, and I pride myself on my attention to detail and ability to manage strict deadlines in fast-paced environments.

I have followed [Law Firm Name]'s work in [Specific Practice Area, e.g., Personal Injury or Corporate Law], and I am impressed by your firm's reputation for [Specific Achievement or Firm Value]. I am confident that my dedication to professional excellence and my proactive approach make me a strong candidate for this role.

Thank you for your time and consideration. I have attached my resume for your review and look forward to the possibility of discussing how my skills can support the objectives of [Law Firm Name].

Sincerely,

[Your Signature]

[Your Printed Name]