

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

[Date]

[Recipient Name]
[Recipient Title]
[Law Firm/Company Name]
[Address]

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

I am writing to express my interest in the [Job Title] position at [Law Firm/Company Name]. As a dedicated legal professional, I possess the advanced research and writing capabilities necessary to contribute effectively to your litigation and advisory teams.

During my previous experience at [Previous Employer/Law School], I developed a mastery of legal research using platforms such as Westlaw, LexisNexis, and Bloomberg Law. I am adept at performing exhaustive searches for case law, statutes, and secondary sources to identify controlling precedents and emerging legal trends. My ability to synthesize complex legal concepts into clear, actionable insights allows me to provide comprehensive support for trial preparation and strategic decision-making.

My writing expertise includes drafting a wide range of formal documents, including trial briefs, motions, internal memoranda, and client correspondence. I pride myself on my ability to construct persuasive, well-cited arguments while maintaining strict adherence to the Bluebook and specific court rules. Whether crafting an intricate appellate brief or summarizing discovery findings, I ensure that every document is precise, logically structured, and tailored to its intended audience.

I am eager to bring my analytical rigor and drafting skills to [Law Firm/Company Name]. I have enclosed my resume and a writing sample for your review. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]