

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]
[LinkedIn Profile URL]

[Date]

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

Re: Application for Senior Litigation Paralegal / E-Discovery Specialist Position

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Senior Litigation Paralegal and E-Discovery Specialist position at [Firm Name]. With over [Number] years of experience managing complex litigation lifecycles and technical discovery workflows, I am confident in my ability to enhance your litigation support team.

In my current role at [Current/Previous Employer], I oversee the end-to-end EDRM process, including data preservation, collection, and high-volume document reviews. I am highly proficient in platforms such as Relativity, Concordance, and Everlaw. My expertise includes managing processing specifications, running advanced searches, and coordinating production deliveries while ensuring strict compliance with court mandates and deadlines.

Key highlights of my qualifications include:

- Leading large-scale document reviews and managing third-party vendor relationships.
- Drafting legal memoranda, privilege logs, and discovery responses.
- Extensive experience with trial preparation, including exhibit management and courtroom technology.
- Proven ability to reduce discovery costs through efficient data culling and early case assessment.

I am eager to bring my technical proficiency and legal acumen to [Firm Name]. Thank you for your time and consideration. I look forward to the possibility of discussing how my background aligns with your firm's needs.

Sincerely,

[Your Name]