

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

[Date]

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

Re: Senior Litigation Paralegal Position - [Job Reference Number]

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

I am writing to express my strong interest in the Senior Litigation Paralegal position at [Law Firm Name]. With over [Number] years of experience managing complex commercial litigation within large-scale firm environments, I have developed the technical expertise and leadership skills necessary to support your high-stakes trial teams.

Throughout my career, I have specialized in overseeing the full litigation lifecycle for Am Law 100 firms. My experience includes coordinating large-scale electronic discovery, managing multi-district litigation (MDL) dockets, and providing seamless high-tech courtroom support during lengthy trials. I am highly proficient in industry-standard software including Relativity, TrialPad, and LexisNexis.

Key highlights of my background include:

- Leading document review and production for cases involving over [Number] million records.
- Drafting complex pleadings, discovery requests, and appellate briefs for senior partners.
- Mentoring and supervising junior paralegal staff and litigation support clerks to ensure departmental efficiency.
- Managing trial logistics and evidence presentation in both state and federal jurisdictions.

I am impressed by [Law Firm Name]'s reputation for excellence in [Specific Practice Area, e.g., Intellectual Property or Antitrust] and am eager to bring my disciplined approach to your firm. I am confident that my ability to remain calm under pressure and my meticulous attention to detail will be an asset to your litigation department.

Thank you for your time and consideration. I look forward to the opportunity to discuss how my experience aligns with the needs of [Law Firm Name].

Sincerely,

[Your Signature]

[Your Printed Name]