

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

[Date]

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

RE: Senior Litigation Paralegal Application - [Job Reference Number if applicable]

Dear [Mr./Ms./Mx. Surname],

I am writing to express my interest in the Senior Litigation Paralegal position at [Law Firm Name]. With over [Number] years of experience specializing in insurance defense litigation, I possess the technical expertise and procedural knowledge required to support your firm's high-volume caseload and commitment to client advocacy.

Throughout my career, I have managed all phases of the litigation lifecycle, including initial responsive pleadings, complex discovery coordination, and comprehensive trial preparation. My background includes a deep understanding of [Specific Practice Areas, e.g., General Liability, Medical Malpractice, or Workers' Compensation] and a proven track record of maintaining strict compliance with carrier billing guidelines and reporting requirements.

Key highlights of my professional experience include:

- Drafting substantive legal documents, including motions for summary judgment, deposition summaries, and mediation briefs.
- Coordinating large-scale electronic discovery (eDiscovery) using platforms such as [Software Name, e.g., Relativity or Concordance].
- Managing expert witness retention, medical record chronologies, and independent medical examinations (IMEs).
- Preparing trial exhibits, witness binders, and providing on-site courtroom technology support during complex jury trials.

I am highly proficient in legal research tools like Westlaw and LexisNexis, as well as practice management software such as [Software Name, e.g., Clio or ProLaw]. I pride myself on my ability to anticipate the needs of senior partners and meet rigorous deadlines without compromising accuracy or detail.

I am eager to bring my litigation skills to [Law Firm Name] and contribute to the continued success of your defense team. Thank you for your time and consideration. I look forward to the possibility of discussing my qualifications with you in more detail.

Sincerely,

[Your Signature]

[Your Printed Name]