

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Senior Litigation Paralegal position at [Law Firm Name], as advertised. With over [Number] years of experience specializing in complex plaintiff class action litigation, I have developed the technical expertise and leadership skills necessary to manage high-stakes caseloads from inception through trial.

In my previous role at [Previous Firm], I successfully managed the discovery process for multiple multi-district litigation (MDL) cases. My core competencies include:

- Overseeing large-scale electronic discovery (eDiscovery) and document reviews using Relativity and Concordance.
- Drafting complex legal documents, including class certification motions, complaints, and discovery requests.
- Coordinating with expert witnesses and managing communication with thousands of putative class members.
- Preparing for jury trials, including exhibit management, witness preparation, and in-courtroom technology support.

I am particularly drawn to [Law Firm Name] because of your reputation for advocating for consumers and employees in [Specific Practice Area]. I am a proactive professional who thrives in fast-paced environments and is committed to ensuring the highest level of accuracy and organization in complex legal proceedings.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in class action litigation can contribute to the success of your firm.

Sincerely,

[Your Name]