

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

[Date]

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

Re: Senior Litigation Paralegal Application - Referral by [Referrer Name]

Dear [Mr./Ms. Last Name],

I am writing to express my interest in the Senior Litigation Paralegal position at [Law Firm Name]. I was encouraged to apply for this role by [Referrer Name], who spoke highly of your firm's litigation department and professional standards.

With over [Number] years of experience in high-stakes litigation, I have developed extensive expertise in managing the full lifecycle of complex cases. My background includes overseeing electronic discovery, conducting detailed legal research, drafting pleadings, and managing trial preparation for both state and federal courts. In my previous role at [Previous Firm Name], I successfully led a team of junior paralegals and legal assistants through multiple multi-week trials, ensuring all deadlines were met and technical presentations were seamless.

I am proficient in litigation support software, including [Software Name, e.g., Relativity, Concordance, or TrialPad], and I pride myself on my ability to remain organized and composed under the pressures of a demanding trial schedule. I believe my proactive approach to case management and my commitment to accuracy would make me a valuable asset to your team.

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

Sincerely,

[Your Signature]

[Your Printed Name]