

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

[Date]

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

RE: Senior Litigation Paralegal Position (Federal Practice)

Dear [Hiring Manager 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 specializing in complex federal litigation, I possess the technical expertise and procedural knowledge required to support your high-stakes trial teams.

Throughout my career, I have developed an advanced mastery of the Federal Rules of Civil Procedure (FRCP) and Electronic Case Filing (ECF) systems across multiple districts. My background includes managing the full litigation lifecycle, from initial jurisdiction analysis and complex electronic discovery (eDiscovery) to trial preparation and appellate filings. I am highly proficient in Relativity, TrialPad, and specialized docketing software, ensuring that all jurisdictional deadlines and local rules are strictly adhered to.

In my most recent role at [Previous Firm Name], I successfully led the paralegal support for [mention a specific type of federal case, e.g., multidistrict litigation, IP, or white-collar defense]. My key contributions include:

- Managing large-scale document productions and privilege logs involving millions of records.
- Drafting and filing motions, subpoenas, and certificates of service in compliance with specific Federal District Court Standing Orders.
- Coordinating trial logistics, including exhibit management and courtroom technology for federal jury trials.
- Mentoring junior paralegals and streamlining departmental workflows to increase billable efficiency.

I am confident that my rigorous attention to detail and my ability to navigate the complexities of the federal court system will make me an immediate asset to your firm. I welcome the opportunity to discuss how my experience aligns with the needs of your litigation practice.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]