

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

[Date]

[Hiring Partner or Recruiting Manager Name]
[Law Firm Name]
[Law Firm Address]
[City, State, Zip Code]

RE: Corporate Associate Attorney Application - [Your Name]

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

I am writing to express my interest in the Corporate Associate position at [Law Firm Name], as advertised on [Platform where you saw the ad]. Currently a Corporate Associate at [Current Law Firm] in [Current City], I am planning a permanent relocation to [Target City] in [Month/Year] and am eager to bring my experience in transactional law to your esteemed firm.

During my [Number] years of practice, I have developed significant experience in representing private and public companies in a variety of corporate matters, including mergers and acquisitions, venture capital financings, and general corporate governance. I have a proven track record of managing due diligence processes, drafting complex transaction documents, and negotiating deal terms to achieve favorable outcomes for clients.

My decision to relocate to [Target City] is driven by [Briefly mention reason: e.g., family ties / spouse's career / long-term commitment to the region]. I am already in the process of [mention Bar status: e.g., applying for admission by motion / registering for the next Bar exam / I am already admitted to the State Bar of X]. I am fully committed to establishing my long-term career within the [Target City] legal community.

I admire [Law Firm Name]'s reputation for [mention a specific practice strength or recent deal], and I am confident that my technical skills and dedication to client service would make me a valuable addition to your corporate team. I am available for interviews via video conference or can travel to [Target City] with short notice for an in-person meeting.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background aligns with the needs of your firm.

Sincerely,

[Your Signature]

[Your Printed Name]