

[Your Name]
[Your Current Address]
[Your City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

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

Re: Litigation Paralegal Position Application

Dear [Hiring Manager Name],

I am writing to express my interest in the Litigation Paralegal position at [Law Firm Name]. With [Number] years of experience in high-stakes litigation and trial preparation, I am confident that my technical skills and dedication to legal excellence will make me a valuable asset to your team.

I am currently based in [Current City/State] but am in the process of relocating to [Target City/State] on [Date/Month]. My relocation is [mention reason: e.g., for family reasons / a planned move], and I am fully committed to establishing my professional career in the [Target City] legal community. I am available for interviews via video conference or can travel for an in-person meeting with notice.

In my current role at [Current Firm Name], I manage all phases of the litigation lifecycle, including:

- Drafting pleadings, motions, and discovery requests/responses.
- Managing complex e-discovery databases and large-scale document reviews.
- Coordinating trial logistics, including exhibit preparation and witness scheduling.
- Conducting extensive legal research using Westlaw and LexisNexis.

I am eager to bring my expertise in [Specific Practice Area, e.g., Personal Injury, Corporate Defense] to [Law Firm Name]. I have already researched the local court rules in [Target State] and am prepared to hit the ground running upon my arrival.

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

Sincerely,

[Your Signature]

[Your Printed Name]