

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

[Date]

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

RE: Legal Assistant Position Application

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Legal Assistant position at [Law Firm Name], as advertised on [Platform]. I am currently a Legal Assistant with [Number] years of experience, and I am planning a permanent relocation from [Current State] to [City, State] on [Date/Month].

In my current role at [Current Law Firm], I specialize in [Practice Area, e.g., Litigation, Corporate, or Family Law]. My background includes drafting legal documents, managing court calendars, conducting legal research, and maintaining client communications. I am proficient in [Software/Tools, e.g., LexisNexis, Westlaw, or Clio] and have a proven track record of meeting strict filing deadlines.

My relocation to [City] is motivated by [Brief Reason, e.g., family reasons/long-term career goals], and I am committed to establishing my professional career within the local legal community. I have already begun the process of [mention any local steps, e.g., transferring certifications or securing housing] to ensure a seamless transition into a full-time role at your firm.

I am eager to bring my organizational skills and attention to detail to [Law Firm Name]. I am available for interviews via video conference or phone at your convenience, and I will be available for in-person meetings once I arrive in the area.

Thank you for your time and consideration. I look forward to discussing how my experience can benefit your team.

Sincerely,

[Your Signature]

[Your Printed Name]