

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

[Date]

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

Re: Environmental Law Associate Position

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Environmental Law Associate position at [Law Firm Name]. Currently practicing in [Current State], I am in the process of relocating to [Target City/State] and am eager to transition my environmental practice to your esteemed firm.

My relocation is driven by [mention a brief reason, e.g., family ties to the area / a long-term plan to settle in the region]. I am already [registered for the upcoming Bar Exam / in the process of applying for admission by motion] and expect to be fully credentialed in [State] by [Date]. I have secured housing and am prepared to begin work as of [Available Start Date].

During my [Number] years of practice at [Current Firm], I have developed significant expertise in environmental litigation, regulatory compliance, and due diligence. My experience includes:

- Advising clients on compliance with [Federal Acts, e.g., CERCLA, RCRA, or Clean Air Act].
- Representing industrial and corporate clients in administrative hearings and enforcement actions.
- Managing environmental aspects of complex real estate and corporate transactions.
- Drafting technical legal memoranda and managing expert witnesses.

I have followed [Law Firm Name]'s work regarding [mention a specific case or practice area of the firm], and I am impressed by your firm's reputation for [mention a firm strength]. I am confident that my technical background and dedication to environmental law will allow me to contribute immediately to your team.

Thank you for your time and for considering my application. I have attached my resume and a list of references. I look forward to the possibility of discussing how my background aligns with the needs of your environmental group.

Sincerely,

[Your Signature]
[Your Printed Name]