

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

[Date]

[Recipient Name]  
[Title/Partner]  
[Law Firm Name]  
[Firm Address]

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

I am writing to express my strong interest in joining [Law Firm Name] as an Associate or Law Clerk. Having recently graduated from [Law School Name] and [passed the Bar Exam / sat for the Bar Exam in Month/Year], I have followed your firm's work in [Practice Area, e.g., Commercial Litigation] with great admiration.

During my time in law school, I focused my studies on [Mention 1-2 Specific Legal Interests]. Through my internship at [Previous Firm/Organization], I gained practical experience in drafting [Type of Documents], conducting legal research on [Topic], and assisting with [Type of Proceeding]. I am particularly drawn to your firm because of its reputation for [Mention a specific firm achievement or value].

My background has equipped me with a strong work ethic, attention to detail, and the ability to manage complex assignments under tight deadlines. I am eager to bring my research and writing skills to your team and contribute to the high level of service you provide to your clients.

I have attached my resume and a writing sample for your review. I would welcome the opportunity to discuss how my background and skills could benefit [Law Firm Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]