

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

[Date]

[Hiring Manager Name or Managing Partner Name]
[Firm Name]
[Firm Address]

Re: Inquiry regarding [Target Position, e.g., Associate/Patent Agent] opportunities

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

I am writing to express my strong interest in joining [Firm Name]. As a professional with a background in [Your Specific Field, e.g., Electrical Engineering / Trademark Litigation], I have long admired your firm's reputation for [mention a specific firm strength, e.g., its sophisticated patent prosecution practice or high-stakes IP litigation].

I currently [briefly describe your current role or recent graduation]. My technical expertise in [Specific Technical Area] combined with my experience in [Specific IP Task, e.g., drafting office action responses or conducting prior art searches] allows me to contribute immediately to your team's objectives. During my time at [Previous Company/School], I successfully [mention one key achievement relevant to IP].

I am particularly drawn to your boutique environment, as I value the high level of specialized service and technical precision that [Firm Name] provides to its clients. I am confident that my [mention a specific skill, e.g., USPTO registration or foreign language proficiency] would be an asset to your current caseload.

Attached is my resume [and/or technical writing sample/transcripts] for your review. I would welcome the opportunity to discuss how my background aligns with the needs of [Firm Name].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]