

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

[Date]

[Hiring Partner Name or Recruitment Manager]
[Law Firm Name]
[Firm Address]

Dear [Mr./Ms./Mx. Surname],

I am writing to express my strong interest in joining [Law Firm Name] as an Associate. As a [Current Role/Law Student] with a dedicated focus on high-stakes commercial litigation, I have long admired your firm's reputation for [mention a specific niche, e.g., complex contractual disputes or white-collar defense].

During my time at [Previous Firm or Law School], I developed a rigorous foundation in legal research, motion practice, and the discovery process. My experience includes [mention 1-2 specific achievements, e.g., drafting a winning summary judgment motion or managing a large-scale document review]. I thrive in the fast-paced environment characteristic of a boutique practice and am prepared to contribute immediately to your trial teams.

I am particularly drawn to [Law Firm Name] because of your lean staffing model and successful track record in [mention a specific recent case or practice area]. I am confident that my analytical skills and commitment to advocacy would be an asset to your clients.

Attached are my resume and a writing sample for your review. I would appreciate the opportunity to speak with you regarding potential openings or how my background aligns with the firm's needs.

Thank you for your time and consideration.

Sincerely,

[Your Name]