

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

[Date]

[Hiring Manager Name]
[Title]
[Law Firm Name]
[Firm Address]

Dear [Hiring Manager Name],

I am writing to express my interest in joining [Law Firm Name] as a Senior Paralegal. Having followed your firm's recent success in [Specific Practice Area or Case], I am impressed by your reputation for excellence and would welcome the opportunity to contribute my [Number] years of legal experience to your team.

In my current role at [Current or Previous Firm], I manage complex caseloads and oversee the end-to-end litigation lifecycle. My expertise includes:

- Drafting high-level pleadings, motions, and discovery requests.
- Managing large-scale document reviews and electronic discovery (eDiscovery) platforms.
- Conducting in-depth legal research and trial preparation for high-stakes cases.
- Mentoring junior paralegal staff and streamlining departmental workflows.

While I understand you may not have an active opening posted, I believe my background in [Mention Specific Area of Law, e.g., Corporate Litigation or Intellectual Property] aligns perfectly with the caliber of work handled by [Law Firm Name]. I am a proactive professional dedicated to ensuring attorney efficiency and delivering superior client service.

I have attached my resume for your review and would appreciate the chance to discuss how my skills can support your firm's objectives. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Typed Name]