

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

[Date]

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

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

I am writing to express my strong interest in the [Practice Area] Lateral Associate position at [Law Firm Name], as advertised on [Source of Advertisement/Firm Website]. As a current associate at [Current Firm Name] with [Number] years of experience in [Specific Legal Field], I have developed a robust foundation in [List 2-3 Key Skills, e.g., complex litigation, cross-border M&A, or patent prosecution].

During my tenure at [Current Firm Name], I have been responsible for [Specific Responsibility or Achievement, e.g., managing discovery in multi-district litigation or lead-drafting closing documents for mid-market acquisitions]. My experience working with [Types of Clients] has refined my ability to provide strategic counsel while meeting the rigorous demands of a high-stakes legal environment. I am particularly drawn to [Law Firm Name] because of your recent work on [Specific Case or Deal] and your reputation for [Specific Firm Strength].

I am eager to bring my technical expertise and commitment to client service to your team. I am confident that my background in [Specific Skill] will allow me to contribute immediately to the [Practice Area] group's ongoing success.

Thank you for your time and consideration. I have attached my resume, a representative matters list, and a writing sample for your review. I look forward to the possibility of discussing how my experience aligns with the needs of [Law Firm Name].

Sincerely,

[Your Signature]

[Your Printed Name]