

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

[Date]

[Hiring Partner/Recruiter Name]  
[Law Firm Name]  
[Practice Group: e.g., Corporate & Securities]  
[Firm Address]

Re: Application for [Position Title, e.g., Associate] - Corporate Practice Group

Dear [Mr./Ms. Last Name],

I am writing to express my strong interest in joining the Corporate Practice Group at [Law Firm Name]. As a [Current Role/Law Student] at [Current Firm/University] with a focus on [Specific Area, e.g., M&A, Private Equity, or Capital Markets], I am eager to contribute my legal research, drafting, and transactional skills to your esteemed team.

During my tenure at [Previous Company/Internship], I gained significant experience in [mention a specific corporate task, e.g., conducting due diligence, drafting closing documents, or researching regulatory compliance]. I am particularly drawn to [Law Firm Name] because of its reputation for [mention a specific firm strength or recent deal]. I am confident that my analytical mindset and commitment to client service align with the high standards of your corporate department.

Enclosed are my resume and [mention any other documents, e.g., transcript or writing sample] for your review. I look forward to the possibility of discussing how my background and skills can benefit the Corporate Practice Group at [Law Firm Name].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]