

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

[Date]

[Hiring Partner or Recruitment Manager Name]
[Law Firm Name]
[Firm Address]
[City, State, Zip Code]

Re: Application for Commercial Litigation Associate Position

Dear [Mr./Ms. Last Name],

I am writing to formally express my interest in the Commercial Litigation Associate position at [Law Firm Name], as advertised on [Platform where you saw the job]. As a licensed attorney with [Number] years of experience in high-stakes dispute resolution, I am confident that my background in legal research, motion practice, and courtroom advocacy aligns with the excellence of your litigation department.

During my tenure at [Current/Previous Law Firm], I have represented corporate clients in matters involving breach of contract, business torts, and [mention another specific area, e.g., intellectual property or securities litigation]. My experience includes drafting complex pleadings, managing large-scale electronic discovery, conducting depositions, and arguing motions in [State/Federal] court. I am particularly proud of [mention a specific achievement, e.g., a successful summary judgment motion or a favorable settlement].

I have followed [Law Firm Name]'s recent success in [mention a specific case or practice area the firm is known for]. I am impressed by the firm's reputation for [mention a firm value, e.g., aggressive advocacy or creative problem solving]. I am eager to bring my analytical skills and dedication to your team to help achieve favorable outcomes for your clients.

Attached are my resume, a writing sample, and my law school transcripts for your review. I look forward to the possibility of discussing how my experience can contribute to the continued success of [Law Firm Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]