

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

[Date]

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

RE: Application for Pro Bono Counsel Position

Dear [Mr./Ms./Mx. Last Name],

I am writing to formally express my interest in the Pro Bono Counsel position at [Law Firm Name], as advertised on [where you saw the posting]. With my background in [Number] years of complex litigation and my dedication to public interest law, I am eager to manage and expand your firm's commitment to social justice and community service.

Throughout my career at [Current or Previous Firm/Organization], I have consistently integrated pro bono work into my practice. I have successfully handled cases involving [mention 2-3 areas, e.g., immigration asylum, housing rights, or civil rights]. These experiences have provided me with a deep understanding of the unique legal challenges faced by underserved populations and the logistical requirements of managing large-scale pro bono initiatives within a global law firm environment.

My qualifications for this role include:

- Strategic development of pro bono programs and partnerships with legal service organizations.
- Mentoring junior associates and coordinating cross-departmental teams on high-impact litigation.
- Ensuring compliance with professional responsibility standards and firm-wide billable hour policies.
- Representing the firm in industry-wide pro bono forums and committees.

I am particularly drawn to [Law Firm Name] because of your firm's recent work on [mention a specific case or initiative the firm has done]. I am confident that my legal expertise and passion for advocacy will allow me to effectively lead your pro bono department and further the firm's reputation as a leader in corporate social responsibility.

Thank you for your time and consideration. I have attached my resume and a list of representative pro bono matters for your review. I look forward to the possibility of discussing how I can contribute to the continued success of your pro bono practice.

Sincerely,

[Your Signature]

[Your Printed Name]