

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

[Date]

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

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

I am writing to express my strong interest in the Pro Bono Coordinator position at [Law Firm Name], as advertised on [where you saw the posting]. With my background in [mention legal administration, social justice, or community outreach] and my passion for expanding access to justice, I am eager to help manage and grow your firm's pro bono initiatives.

In my previous role at [Previous Organization], I successfully coordinated [mention a specific achievement, e.g., legal clinics, volunteer schedules, or partnership development]. I am experienced in tracking billable versus pro bono hours, maintaining relationships with legal aid organizations, and matching attorneys with cases that align with their skills and professional interests. I understand the importance of integrating pro bono work into the firm's overall culture and strategic goals.

Key qualifications I bring to [Law Firm Name] include:

- Extensive experience in case management and database maintenance.
- Proven ability to facilitate communication between attorneys, clients, and non-profit partners.
- Strong understanding of the ethical considerations and reporting requirements involved in pro bono service.
- Commitment to diversity, equity, and inclusion within the legal profession.

I admire [Law Firm Name]'s commitment to [mention a specific practice area or project the firm is known for], and I am confident that my organizational skills and dedication to public service would be an asset to your team. I look forward to the possibility of discussing how I can contribute to your pro bono program.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]