

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]
[Date]

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

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

I am writing to formally express my interest in the Junior Associate Attorney position at [Law Firm Name], as advertised on [Where you saw the job post]. As a recent graduate of [Law School Name] and a member of the [State] Bar, I am eager to contribute my legal research, drafting, and litigation support skills to your [Practice Area, e.g., Corporate/Litigation] department.

During my time at [Law School/Previous Internship], I developed a strong foundation in [Specific Legal Skill 1] and [Specific Legal Skill 2]. I assisted in drafting motions, conducting extensive case law research, and preparing documents for discovery. My experience working as a [Title, e.g., Summer Associate/Law Clerk] at [Previous Firm Name] allowed me to refine my ability to manage multiple deadlines while maintaining a high level of attention to detail.

I am particularly drawn to [Law Firm Name] because of its reputation for [mention a specific firm achievement or value]. I am confident that my dedication to excellence and my proactive approach to legal problem-solving make me a strong fit for your team.

Thank you for your time and for considering my application. I have attached my resume, a writing sample, and my law school transcripts for your review. I look forward to the possibility of discussing how my background aligns with the needs of [Law Firm Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]