

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

[Date]

[Hiring Manager Name]
[Law Firm Name]
[Firm Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Litigation Paralegal position at [Law Firm Name], as advertised on [Platform where you found the job]. With [Number] years of experience in civil litigation and a strong background in trial preparation, I am confident in my ability to contribute to your legal team.

In my previous role at [Current or Previous Firm Name], I managed a heavy caseload from inception through resolution. My core competencies include:

- Drafting pleadings, motions, and discovery requests/responses.
- Conducting comprehensive legal research and document review using [Software names like Relativity or LexisNexis].
- Coordinating deposition logistics and managing witness schedules.
- Preparing trial notebooks, exhibits, and electronic presentations for courtroom use.

I am highly organized, detail-oriented, and accustomed to meeting strict court deadlines. I am particularly drawn to [Law Firm Name] because of your reputation in [Specific Practice Area], and I am eager to bring my technical skills and work ethic to your firm.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of your litigation department.

Sincerely,

[Your Name]