

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

[Date]

[Hiring Partner or Recruitment Manager Name]  
[Law Firm or Organization Name]  
[Firm Address]

Re: [Position Name / Job Reference Number]

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

I am writing to express my strong interest in the [Position Title] position at [Law Firm/Organization Name], as advertised on [Platform where you saw the ad]. Having recently graduated from [Name of Law School] and [passed the Bar Exam / awaiting Bar results], I am eager to contribute my legal research, writing, and analytical skills to your [Specific Practice Group, e.g., Litigation or Corporate] team.

During my time at [Law School], I focused my studies on [Mention 1-2 relevant areas of law]. As a [Legal Intern/Summer Associate] at [Previous Firm or Clinic Name], I gained hands-on experience by drafting [memos, motions, or contracts] and conducting extensive research on [specific legal issues]. This experience sharpened my ability to provide concise legal solutions under tight deadlines.

I have long admired [Law Firm Name] for its reputation in [mention a specific case, firm value, or practice area]. I am particularly drawn to your firm's commitment to [mention something specific from their website, e.g., client advocacy or pro bono work]. I am confident that my academic background and my dedication to the profession make me a valuable addition to your office.

I have enclosed my resume and a writing sample for your review. I would welcome the opportunity to discuss how my skills align with the needs of [Law Firm Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]