

[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 Personal Injury Case Manager position at [Law Firm Name], as advertised on [Where you saw the job post]. With my background in legal support and my commitment to client advocacy, I am confident in my ability to manage complex caseloads and support your legal team effectively.

In my previous role at [Previous Company/Firm], I successfully managed over [Number] active personal injury files. My experience includes coordinating medical treatments, requesting and organizing medical records, communicating with insurance adjusters, and assisting clients through every stage of the pre-litigation process. I am highly proficient in [Software Name, e.g., Filevine, Needles, or Clio] and take pride in maintaining meticulous documentation to ensure no deadlines are missed.

I understand that personal injury clients are often navigating difficult physical and financial circumstances. I am dedicated to providing empathetic communication while ensuring that each case moves forward efficiently to achieve the best possible settlement or trial preparation. I am particularly drawn to [Law Firm Name] because of your reputation for [mention a specific firm achievement or value].

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience in case management can contribute to the continued success of your firm.

Sincerely,

[Your Signature]

[Your Printed Name]