

[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 Bilingual Legal Intake Specialist position at [Law Firm Name], as advertised on [Where you saw the ad]. With my fluency in both English and [Second Language], combined with my experience in client relations and legal support, I am confident in my ability to serve as a professional first point of contact for your firm.

In my previous role at [Previous Company], I managed high-volume inquiries while ensuring accurate data entry and empathetic communication. I am skilled at conducting initial screenings, identifying potential legal claims, and explaining complex processes to clients in their native language. My background has prepared me to handle sensitive information with strict confidentiality and provide the high level of service your clients expect.

I am particularly drawn to [Law Firm Name] because of your reputation for [mention a specific firm achievement or practice area]. I am eager to bring my bilingual communication skills and organizational strengths to your team to help streamline the intake process and improve client satisfaction.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills align with the needs of your firm.

Sincerely,

[Your Signature]

[Your Printed Name]