

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

[Date]

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

Re: Pre-Litigation Legal Assistant Position

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Pre-Litigation Legal Assistant position at [Law Firm Name], as advertised on [Platform where you saw the ad]. With my background in personal injury case management and my commitment to client advocacy, I am confident in my ability to contribute effectively to your pre-litigation team.

In my previous experience, I have successfully managed high-volume caseloads from intake through the demand phase. My expertise includes gathering medical records, communicating with insurance adjusters, verifying coverage, and preparing comprehensive demand packages. I pride myself on my attention to detail and my ability to ensure all client files are organized and up-to-date to prevent delays in the settlement process.

Key qualifications I offer include:

- Proficiency in case management software such as [Software Name, e.g., Filevine, Clio, or Needles].
- Strong communication skills for maintaining regular contact with clients and medical providers.
- Ability to calculate medical specials and coordinate subrogation liens.
- A proactive approach to identifying potential issues early in the pre-litigation phase.

I am impressed by [Law Firm Name]'s reputation for [mention a specific achievement or firm value] and would welcome the opportunity to discuss how my skills align with your firm's goals. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]