[Your Name]

[Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my interest in the position of Lawyer at [Company Name], as advertised on [source]. With a strong background in litigation and excellent legal acumen, I am confident in my ability to contribute to the success of your esteemed organization.

Education:

- Juris Doctor (J.D.), [Law School Name], [Year]

- Bachelor of Laws (LL.B.), [University Name], [Year]

Work Experience:

[Start with the most recent position and include the company name, job title, location, and employment dates]

Litigation Associate, [Law Firm Name], [City, State], [Year] - [Year]

- Conducted extensive legal research, prepared trial briefs, and drafted pleadings in various civil litigation matters

- Represented clients in courtroom proceedings, including hearings, depositions, and settlement negotiations

- Assisted senior attorneys in complex cases, contributing to successful outcomes in multiple high-profile lawsuits

- Managed a caseload of diverse matters, ensuring adherence to deadlines and providing regular updates to clients

Legal Intern, [Company/Organization Name], [City, State], [Year] - [Year]

- Assisted attorneys in preparing legal arguments, drafting contracts, and conducting due diligence in corporate transactions

- Conducted comprehensive legal research on a range of issues to support case preparation

- Drafted memoranda, trial briefs, and other legal documents under attorney supervision

- Attended client meetings and court proceedings, gaining valuable exposure to the legal process

Skills:

- Strong knowledge of civil and commercial law, with expertise in litigation procedures

- Excellent written and verbal communication skills, demonstrated through legal drafting and client interactions

- Proficient in conducting legal research and utilizing relevant databases, such as LexisNexis and Westlaw

- Exceptional organizational abilities, managing multiple priorities and meeting strict deadlines

- Detail-oriented and analytical approach to problem-solving, ensuring accurate and effective legal counsel

Professional Affiliations:

- Member, [State Bar Association]

- [Other relevant professional affiliations]

I am excited about the opportunity to join [Company Name] and contribute to its continued success. My dedication to providing exceptional legal services, coupled with my strong work ethic and passion for the field, make me a valuable asset to your team.

Please find attached my resume for your review. I would welcome the opportunity to discuss my qualifications further and answer any questions you may have. Thank you for considering my application.

Sincerely,

[Your Name]