

First Last

1234 Main Street, Detroit, MI | first.last@gmail.com | 313-123-4567

[Today's Date]

Hiring Committee

Law Firm LLC

[Address, if known]

[City, State ZIP]

Dear Hiring Committee,

I am writing to express my interest in the Litigation Attorney position at Law Firm LLC. I recently earned my Juris Doctor from the University of Toledo College of Law in May 2025 and sat for the Michigan Bar Examination in July, with admission anticipated in November 2025. My hands-on litigation exposure and commitment to trial work makes me a strong candidate eager to contribute to your dynamic team.

During law school, I gained practical litigation experience in a series of clerkships and externships. At the Law Offices of John H. Doe, I support employment and labor litigation by drafting motions, assisting with discovery, and preparing for trial. Previously, I worked with the City of Toledo Prosecutor's Office, where I interviewed victims and witnesses in domestic violence cases, developed trial materials, and observed courtroom proceedings. Additionally, my externship with the Wayne County Attorney's Office allowed me to contribute to contract drafting and litigation research, further solidifying my legal writing and analytical skills.

My work ethic and leadership are reflected in my role as President of the Criminal Law Society and as a member of the Arbitration Moot Court Team. These experiences, combined with my collaborative nature and eagerness to learn from experienced litigators, align with Law Firm's values and litigation-focused mission. I am particularly drawn to your firm's strong insurance defense practice and its commitment to delivering high-quality legal solutions through teamwork and strategic thinking.

Thank you for considering my application. I would welcome the opportunity to speak further about how my background and litigation experience can benefit your team. I look forward to hearing from you soon.

Sincerely,

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