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# Attorney Cover Letter Format

[Your Name]

[Your Address]

[City, State ZIP Code]

[Phone Number]

[Your Email Address]

[Date]

[Hiring Manager's Name]

[Company's Name]

[Address]

[City, State ZIP Code]

Dear [Hiring Manager's Name],

**Introduction:** Begin with a tailored opening that states the specific position you're applying for and why you're interested in the firm or organization.

**Experience and Qualifications:** Discuss your relevant legal experiences, major cases, accomplishments, and any specific skills or areas of expertise.

**Alignment with Firm Values:** Explain why you're drawn to this particular firm or organization, mentioning its mission, values, or notable achievements that resonate with you.

**Call to Action:** Conclude by expressing gratitude for consideration and a desire to discuss your qualifications further in an interview.

Sincerely,

[Your Full Name]