

Formal internship cover letter for a law firm

Subject: Application for Paralegal Internship Position

Dear Hiring Manager,

I am writing to formally apply for the Paralegal Internship position at [Law Firm/Organization Name].

As a current student pursuing a degree in [Legal Studies/Pre-Law/Criminal Justice], I am eager to gain practical experience in a professional legal environment and contribute to the work of your esteemed firm.

My academic coursework has provided me with a strong foundation in legal research, case analysis, and documentation. I have also developed strong attention to detail, organizational skills, and the ability to handle confidential information responsibly. I am particularly interested in [specific practice area, e.g., family law, corporate law, criminal defense], and I am confident that interning at your firm will provide me with invaluable insights.

I am highly motivated, adaptable, and committed to supporting attorneys and staff with dedication and professionalism. I would greatly appreciate the opportunity to discuss how my skills and enthusiasm align with your internship program.

Thank you for considering my application. I look forward to the possibility of contributing to your team.

Sincerely,

[Your Name]

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