

Professional letter for applicants without prior experience

Subject: Paralegal Internship Application

Dear [Hiring Manager's Name],

I am excited to submit my application for the Paralegal Internship at [Law Firm/Organization]. While I do not yet have direct legal work experience, I am committed to building a strong career in the field and am eager to learn from professionals in your office.

Through my studies at [University/College], I have gained valuable skills in legal research, documentation, and academic writing. Additionally, my part-time roles in [mention relevant jobs, e.g., customer service, administration] have strengthened my organizational skills, attention to detail, and ability to manage deadlines effectively.

I view this internship as an invaluable opportunity to gain practical insights while supporting your attorneys and clients. I am motivated to apply my academic knowledge in real cases and am confident that my dedication and work ethic will make me an asset to your team.

Thank you for your consideration.

Sincerely,

[Your Name]

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