

**Robert Smith**

**Legal Intern**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

I am submitting this letter in response to the job position for the post of Legal Intern in [XXX Law Firm]. I am a Law student and I have previously interned with [YYY Law Firm]. My experience along with my passion in the field of Law makes me certain that I would benefit your Law Firm significantly.

[XXX Law firm] is one of the country’s top law firms. Their legal team provides services in various fields of law. I am particularly interested in the Firm’s defence team. I am passionate about this field of work and I am confident that I would significantly contribute to the law firm’s vision in this role.

I have a Bachelor’s Degree in Law and I am currently doing my Master’s. I have previously interned with [YYY Law Firm]. I was responsible for drafting minutes and receiving/verifying requisitions for the cases and services that are handled by the law firm. I also performed the following tasks and duties:

* Update the firm’s website and service database.
* Assist the attorneys and help in whichever way possible.
* Reconcile and manage legal statements and invoices.
* Tracked ongoing legislations and attended briefings with superiors.
* Drafted litigation forms under the guidance of senior Advocate.

I have strong organizational and problem-solving skills, which I believe are essential while pursuing a job such as this. I have a proven track record to do the assigned work in the most accurate manner possible. I believe that your Firm will provide me with an outstanding platform to upgrade and develop my skills.

I look forward to meeting you in person so that we can discuss the opportunity. Thank you for your time and consideration.

Sincerely,

[Your Name]