Name of the Applicant  
Contact details  
Email address  
  
Date

Dear Hiring Manager,

I am pleased to write this cover letter for the position of Attorney at (name of the firm). The main reason that I am applying for this post of Attorney at your firm is that I have previous experience of (number of years) of serving in a famous law firm (name of the law firm).

During the course of my job at (name of the firm), I have assisted numerous clients in defending lawsuits and prosecutions. I am well aware of the fact that you are looking for a diligent and experienced attorney for the firm. I would like to apply for this post of Attorney as I think I, with all my expertise and experience of (number of years), am the best suitable candidate for the position.

Speaking of my experience of (number of years) in (name of the law firm) I would like to briefly let you know about my responsibilities and role as an attorney. I have handled many high-profile cases and have been part of many other legal prosecutions of the company’s top clients.

I have also helped in trial preparations of these clients. Moreover, I had the responsibility of providing consultation to these clients. My previous experience as an attorney in (name of the firm) has helped me groom my abilities. I have much-improved diplomacy skills and have sound judgment. Moreover, I am now better able to analyze situations and solve problems with better and effective solutions.

I have always been interested in meeting people with different professions and get to know more about their profession and responsibilities. This nature of mine has helped me in widening the circle of people I know and also it has helped me in digging out evidence in many of my cases. I am proud to state here that not only my skills make me a perfect choice but also, I have received my doctoral degree in (name of the subject) from (name of the institution) in (name of the city/ state or country). I have passed my (name of the exam) with distinction. I have received my license of practice from (name of the institution).

In the end, I would like to extend my gratitude to the selecting body for considering my application for the post of Attorney at (name of the firm). I look forward to knowing more about your firm and the responsibilities that an attorney shares in your firm.

Yours Sincerely,

Name of the applicant