

Lawyer cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am writing to apply for the Senior Legal Counsel role at [Organisation name]. I have six years of post-qualification experience, the last four in-house at a software company, and I want to support a fast-moving business that needs practical legal advice rather than long memos.

In my current role I handle customer contracts, vendor agreements and data processing terms. I built a contract playbook with standard fallback positions, which allowed the sales team to close most routine negotiations without waiting on legal, and brought my average turnaround on standard agreements down from a week to about two days.

I also led the company's preparation for India's data protection law, working with engineering and HR to map personal data, update privacy notices and train managers on consent and breach reporting.

I am enrolled with the Bar Council of Delhi, and I maintain strict confidentiality about my current employer's matters, so the examples here are described only in general terms. My notice period is sixty days.

Thank you for your time. I would welcome the chance to discuss how I could support your commercial and compliance teams.

Regards,
[Your name]

SAMPLE LETTER: FRESHER

Dear Sir/Ma'am,

I am writing to seek a position as a junior advocate in your chambers. I completed my five-year BA LLB from a law college in Nagpur and recently enrolled with the Bar Council of Maharashtra and Goa. Your chambers' civil and property practice before the High Court is the work I most want to learn.

During a four-month internship with an advocate at the district court, I drafted first versions of complaints, written statements and applications for interim injunctions, prepared case lists for each hearing, and attended cross-examinations in two partition suits. I also learnt to track dates on the court's online cause list and keep matter files in order.

In my final year I volunteered with the district legal services authority, helping at weekly legal aid clinics and preparing short notes on maintenance and tenancy questions for the panel lawyer.

I can draft in English and Marathi, and I am comfortable researching on online case law databases. I am available to start immediately and understand that the early years involve long hours in court and at the desk.

My CV and a writing sample are attached. I would be grateful for a chance to meet you.

Regards,

[Your name]

BEFORE YOU SEND IT

- Mention your Bar Council enrolment, or the status of your AIBE result, early in the letter. Chambers and firms need to know whether you can appear and sign vakalatnamas.
- Name the kinds of documents you have drafted, such as complaints, bail applications or share purchase agreements. Partners judge juniors on drafting exposure, so be specific rather than saying you assisted on matters.
- Never name clients, opposing parties or confidential deal details, and do not claim a success rate. Bar Council of India rules restrict solicitation, and discretion in the letter itself is noticed.
- Attach a short writing sample of two to five pages, such as a research memo or moot memorial, with any client details removed. Keep the letter to one page.