

[Full Name]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]  
[City, Country]

[Date]

[Hiring Manager Name]  
[Title]  
[Law Firm or Company Name]  
[Address]

Re: Bilingual Legal Executive / [Specific Job Title]

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. As a legal professional with [Number] years of experience and full professional fluency in [Language 1] and [Language 2], I offer a specialized skill set for managing high-stakes cross-border transactions and multijurisdictional compliance.

Throughout my career, I have bridged the gap between different legal systems and corporate cultures. My core competencies include:

- **Cross-Border Strategy:** Managing legal frameworks across [Region A] and [Region B].
- **Bilingual Drafting:** Precision in drafting, reviewing, and negotiating complex contracts in both languages.
- **Regulatory Compliance:** Navigating diverse international regulatory environments to mitigate global risk.
- **Cultural Intermediary:** Facilitating communication between international stakeholders and local counsel.

At my previous firm, [Previous Company], I successfully led [Specific Achievement, e.g., a \$50M cross-border acquisition], ensuring all documentation and negotiations remained seamless across linguistic boundaries. I am confident that my ability to operate at the intersection of law and language will provide [Company Name] with a distinct competitive advantage in its international operations.

I have attached my resume for your review and look forward to discussing how my global legal expertise can support [Company Name]'s objectives.

Sincerely,

[Your Signature]

[Your Printed Name]