

Sample Student

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August 4, 20xx

Jane Smith
Human Resource Manager
ABC Law Firm
1200 West Algonquin Road
Palatine, IL 60067

Dear Jane Smith,

I would like to be considered for the **Paralegal** position posted on Harper's online job posting system. I have experience in handling the responsibilities and duties required to set court dates and to prepare the requisite legal documentation and believe that I am a strong candidate for this position.

I am currently pursuing my Associate in Applied Science-Legal Studies at Harper College. My education and internship experience have allowed me to develop the skills that you are looking for. I would like to highlight the following qualifications which make me a strong candidate for the Paralegal position. These include:

- Filing of legal documents including new cases, summons, motions and citations
- Interacting effectively with court clerks and judge's clerks on the phone and in writing
- Expertise with Microsoft Office, Clio Law Office Management System, Westlaw LEXIS and internet research

I look forward to the opportunity to meet with you so that I can share my experiences and passion for the paralegal field with you. Please contact me if I can provide additional information. Thank you for your consideration.

Sincerely,

Sample Student