

William M. Borden

6578 Linden Lane

Palatine, IL 60067

847.555.1212

williamborden@gmail.com

August 4, 20xx

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

Dear Ms. Smith,

I would like to be considered for the ***Paralegal*** position that you 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.

My qualifications 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 Word, Excel and Outlook, Westlaw and LEXIS and internet research

I look forward to the opportunity to meet with you in person, Ms. Smith, so that I can share my experiences and passion for the paralegal field with you. If I can provide any additional information, please contact me. Thank you for your consideration.

Sincerely,

William M. Borden