

**JAMES L. THOMPSON**  
3446 Cherry Boulevard  
Palatine, IL 60067  
847.555.1212  
[jameslthompson@gmail.com](mailto:jameslthompson@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 am very interested in the position of **Paralegal Supervisor** that you posted on Harper College's online job posting system. I have a great deal of experience, with a focus on contract review and administration in a high workload environment, and I am prepared to take on the responsibilities that this position would require.

My qualifications include:

- Excellent understanding of legal contract terminology
- Outstanding written and oral skills that provide clear and concise communication
- Strong interpersonal skills that allow effective and positive work with attorneys, internal teams and external clients
- Process driven, proven negotiator, high level analytical skills
- Superior knowledge of Microsoft Word, Excel and PowerPoint, Westlaw and LEXIS

I look forward to discussing with you in person how I can contribute to your organization utilizing my paralegal and management experience. Please feel contact me if you need any additional information.

Thank you for your consideration.

Sincerely,

James L. Thompson