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August 4, 20xx

Jane Smith
Human Resources 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 which makes me a strong candidate for this position.

As stated on my resume, I am currently pursuing my Legal Studies Certificate at Harper College. My education and internship experience have allowed me to develop the skills that you are looking for. These include:

- Filing of legal documents, including new cases, summons, motions, and citations
- Interacting effectively with clients, court clerks, and judges' clerks on the phone and in writing
- Expertise with Microsoft Office, Clio Law Office Management System, Westlaw LEXIS, and internet research
- Scheduling appointments, documenting client information, and maintaining departmental records

I look forward to the opportunity to meet with you so that I can share the details of my experience, passion for the paralegal field, and desire to contribute to your mission of providing personal, cost-effective services to your clients. Please contact me if I can provide additional information. Thank you for your consideration.

Sincerely,

Sample Student