

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 am very interested in the position of **Paralegal Supervisor** posted on Harper College's online job posting system. I have a great deal of experience in management, data analysis and client relations, which will allow me to successfully take on the responsibilities required for this position.

I have included my resume, which details my experience and skills for your consideration. I would like to highlight the following qualifications, which make me a strong candidate for the Paralegal Supervisor position. These include:

- Excellent understanding of legal contract terminology
- Outstanding written and verbal 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 with strong negotiation and analytical skills
- Superior knowledge of Microsoft Word, Excel, PowerPoint, Westlaw, and LEXIS

I look forward to the opportunity to meet with you to discuss the details of my paralegal and management experience, along with my desire to contribute to your mission of providing personal, cost-effective services to your clients. Please contact me if I can provide additional information or answer any questions. Thank you for your consideration.

Sincerely,

Sample Student