

**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. I believe that I am prepared to take on the responsibilities that this position would require.

I have included my resume which details my experience and skills. 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, proven negotiator, high level analytical skills
- Superior knowledge of Microsoft Word, Excel, PowerPoint, Westlaw and LEXIS

I look forward to discussing with you how I can contribute to your organization utilizing my paralegal and management experience. Please contact me if I can provide additional information or answer any questions. Thank you for your consideration.

Sincerely,

Sample Student