

# Sarah Jones

Certified Paralegal, CP®

Allentown, PA | 111-111-1111 | sarahjones@gmail.com

John Doe  
Hiring Manager  
EFG Law Firm

Dear John Doe,

I am writing to express my interest in your Entry Level Legal Assistant listing at EFG Law Firm. As a NALA® certified paralegal who strives to make a difference in the lives of wrongfully convicted individuals. I was pleased to come across EFG Law Firm. The firm's mission of providing proper representation to those in need aligns with my core beliefs and is something I look forward to contributing to.

My experience in legal organization, research, and interpersonal collaboration will benefit EFG Law Firm and make me a valuable addition to the team.

As Administrative Assistant of ABC Law Firm, I familiarized myself with the inner workings of a reputable legal office. From organizing legal documents and working closely with attorneys to speaking to prospective clients on a daily basis, the hands-on legal experience gained in this space allowed for growth in my legal knowledge and aided my understanding alongside my paralegal education at Blackstone Career Institute.

At Blackstone, a nationally and regionally accredited school, I deepened my knowledge of the law, gained legal research skills to study cases in-depth, and utilized programs such as Lexis+®. As part of my legal education, I practiced drafting a demand letter and contributed to a legal research memorandum. My education provided me with foundational legal skills to utilize in my career as a legal assistant.

Working in a school environment gave me exposure to certain regulations first-hand such as FERPA. I assisted the head teacher in completing student paperwork and organizing the classroom, preparing me to assist an attorney in drafting legal documents and organizing files. My communication skills were sharpened through interacting with students and parents, which will be an asset in this role as a legal assistant.

Thank you for your consideration. I have attached my resume and look forward to further discussing your needs for this role.

Sincerely,



Sarah Jones