

Sample Cover Letter:

William Eric

Certified Paralegal, CP®

City, State | 111-111-1111 | williamericetest@gmail.com

September 11, 2024

John Doe
Hiring Manager
EFG Law Firm
222-222-2222
johndoetest@efglawfirm.com

Dear John Doe,

I am writing to express my interest in your Entry Level Legal Assistant listing at EFG Law Firm. I was pleased to come across this position because I admire your organization's mission to defend the vulnerable. As an Army veteran, I have developed a strong work ethic, high integrity, and respect for those above me. I believe these qualities will serve me well in assisting the attorneys at EFG Law Firm. I am eager to contribute my skillset and paralegal knowledge to support the legal team.

As an Intern at 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 experience allowed for growth in my legal knowledge and aided my understanding alongside my paralegal education at Blackstone Career Institute.

At Blackstone, an accredited online school, I learned the law through extensive study, and I gained legal research skills to study cases in-depth using Lexis+®. As part of my legal education, I practiced drafting a demand letter and contributed to a legal research memorandum. After graduating from the Legal Assistant/Paralegal Program, I attained certification through NALA as a Certified Paralegal (CP®).

Before beginning my paralegal journey, I served in the Army for over six years. Over the course of my career, I trained over 400 new recruits. Additionally, I successfully led a small team, leading to a 15% increase in retention rate. In my first position with the Army, I worked in an office and gained experience with processing important paperwork and organizing documents, which lends itself to becoming a paralegal.

Thank you for your consideration. I have attached my resume, and I look forward to discussing further how I can add value to your organization with my unique experience and qualifications.

Sincerely,



William Eric

