

Dear Hiring Manager,

I am applying for the paralegal position at Hamilton Legal Group. As a recent graduate of an ABA-approved paralegal certificate program, I have strong academic foundations in civil litigation, legal writing, and case management.

My internship with family law involved preparing client intake documentation, assisting the attorneys at hearings, and managing confidential records in a strictly ethical manner; my eagerness to learn, reliability, and research skills are qualities I look forward to bringing into your firm.

Thank you for your fair consideration