

Dear Ms. Jones,

As a senior litigation paralegal with over eight years of experience, I'm excited to apply for the position at Barker, Klein & Stone. In my current role at Eastbrook Legal, I support trial preparation, manage e-discovery, and prepare court filings for complex civil cases. I also serve as a liaison between clients, opposing counsel, and courtroom staff.

My strengths in case organization and legal research have consistently helped attorneys deliver results. I would welcome the opportunity to bring my litigation expertise and precision to your firm.

Sincerely,
Anthony Greene