

Dear Hiring Committee,

I am really looking forward to applying for the position of paralegal at Howard and Denton, and I hope to be afforded the chance to be part of the team.

Although I have no direct experience with law firms, I have been well trained in an educational background in Political Science. I have obtained a paralegal certificate.

Through the correspondence courses and associated simulated case projects I completed, I have acquired the skills necessary to manage case files, draft legal correspondence and use legal research databases. I look forward to launching my career at your law firm.

Best regards,

Liam Schultz.