

Paralegal Cover Letter Sample 1

Rafael Adams

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Mr. Matthew Hogan

Daniels & Jones Law Offices

4477 W. Main Street, Tulsa, Oklahoma, 78963

Dear Mr. Hogan,

My alma mater, Terra Community College, recently had a notice on their paralegal job board about an opening in your office. I graduated from there in 2014, but frequently check their board for new opportunities. In addition to my associate's degree in paralegal studies, I have 3 years of experience as a paralegal working in a corporate law office. Due to my education, training, and previous experience, I feel that I would greatly contribute to your legal team.

Presently, I am employed at Summers Law Firm. My responsibilities include assisting senior paralegals with research, and gathering all legal documents that might be required for trial. I also answer phones, and keep an orderly list of all calls that must be returned. Overall, my three years here have been years in which I have excelled at a fast-paced law firm, and have prioritized different demands in order to provide efficient legal service to all of our clients.

My ability to work in a team has led to my primary achievement in my current position. I have been able to collaborate with my office manager in order to reach a standardized billing practice that was previously missing. The estimated increase in profits is 15% in the 16 months since we implemented the policy. I have also introduced a variety of new accounts receivables procedures. These use spreadsheets to replace accounts that had previously been done by hand.

When listing my skills, I must mention my ability to work well within a team as my chief ability. Ensuring that our clients get the best legal help possible means that I must be able to work with lawyers, other paralegals, and frequently, a variety of professionals from other fields. I also highly value my ability to communicate with individuals regardless of their background. I am fluent in Spanish and English, and I am able to respect our clients, no matter what their specific situation may be.

I believe that I will be a positive addition to your firm. Thank you for looking over this cover letter, and for considering me for this position. I would love the opportunity to discuss my qualifications with you in person. At the time of the interview, I will be more than happy to provide you with references.

Sincerely,
Rafael Adams