

Paralegal Cover Letter Sample 2

Chelsea Danvers

557 Columbus Parkway, Houston, Texas, 55532

cdanvers@email.com

759-567-9829

Christopher Kane

Evans Law Firm

5534 Otter Drive, Houston, Texas, 55532

Dear Mr. Kane,

It is with great enthusiasm that I would like to apply for the position of head paralegal as advertised in *The Houston Times*. With fifteen years of experience as a paralegal, and five years of experience in a supervisory position, I am interested in expanding my supervisory duties at your firm. Your ad indicated that you wanted a paralegal with formal training, and I hold an associate's degree in paralegal studies from Tate Community College, where I graduated from in 2002.

In my current position, my title is Senior Paralegal. I am involved in all parts of litigation support. This position has allowed me to serve as a representative and liaison for clients, witnesses, and the opposing counsel. I have been actively involved in the preparation of drafting discovery documents, summarizing medical records, and preparing legally mandated subpoenas. My additional duties include surveying jury panels in order to determine which potential jurors might not be good choices for our clients.

My greatest achievement as a Senior Paralegal is the ability to train others as part of my job. I have been able to instruct them on the proper ways to conduct legal research, medical records reviews, trial preparation, and overall document management. As a Senior Paralegal, I am also responsible for helping assess whether the new paralegals are making progress in their new duties. I have also pioneered in-house preparation of trial exhibits. This has reduced our vendor costs by 20%.

In my fifteen years of paralegal experience, I have worked with a variety of law professionals. I have gained skills in estate tax, bankruptcy, corporate, and real estate law. I've also worked and become familiar with the legal specifications surrounding marital settlements and child custody disputes. My legal research skills are superb, and I excel when I am allowed to work in a team environment.

I have attached my resume, so that you may review my qualifications in greater detail. I believe that my educational and work background make me an excellent choice to fill the supervisory paralegal position you have. If you would like to discuss my skills and experience in greater detail, I can be reached by phone, email, text, and via Skype.

Sincerely,
Chelsea Danvers