**Eric Morris**

**[Street Address] New York, NY 55900 ⬩ Phone: 555-555-5555 ⬩ [Email Address]**

**Today’s date**

Mr. K. Arnold

Company name

Address, City, State, zip

**Re: Paralegal**

Dear Mr. Arnold,

My dear friend, Jenny Isaacs, informed me that your office is in need of a paralegal and suggested that I send in my resume, which I’ve attached.

I currently work for a five-partner legal office where each partner specialized in a different field.   
As a result, I:

* Prepare briefs and appeals for one lawyer.
* Track down witness to give testimony for the second lawyer.
* Abstract leases and validated rent rolls for the third lawyer.
* Collect medical information for the malpractice lawyer
* Comb through legal publications to provide precedents and relevant laws for the fifth lawyer.

In addition, my duties included notarizing documents, maintaining files, and billing clients.

These varied areas of law, including criminal, divorce, real estate, and adoption, have given me a broad base of knowledge which I would like to put at your disposal.   
If I don’t know the answer, at least I have an excellent idea of where to locate it. I have strong research skills and have extensive experience in condensing commercial real estate leases. I am organized, detail oriented, efficient, and discreet.

I am confident that I will more than meet your expectations for this position.

I would like to meet with you and answer any questions you have.

Sincerely,

**Eric Morris**

**Enclosure: Resume**