**Jaylena Eisler**

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May 29, 2025

Mr. Myles Rinaldi, Human Resources Manager

US Department of Justice

950 Pennsylvania Avenue, NW

Washington, D.C. 20530

Dear Mr. Rinaldi:

I am applying for a Paralegal Specialist position where I can use my excellent communication and technical skills to benefit the US Department of Justice. My qualifications include an AAS degree in Paralegal Studies from Capital Cities Community College and experience in both public and private law practices.

As indicated in your job posting, I have experience in conducting legal research in legislative history and in monitoring the progress of pending cases.

In my current position, as a paralegal assistant in a private law firm, I support paralegals in creating legal documents by assisting with legal research and document processing. Interning with the U.S. Green Building Council allowed me to become proficient doing research using Federal databases.

As my enclosed resume illustrates, I qualified for the President’s Honor List each semester at Capital Cities Community College. In addition, I have proficiency with the following software:

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| --- | --- |
| **Software** | **Task** |
| PACER | Research current case and docket information |
| EDIS | Collect data related to federal, state, and local governments |
| MicrosoftOffice | Create legal filings and presentations |

You can contact me by email at jaylena.eisler@alcona.net or by telephone at (703) 555-0489. I am available for an interview at your convenience.

Sincerely,

Jaylena Eisler

Enclosure