I am applying for a Paralegal Specialist position where I can use my superb communication and technical skills to benifit the US Department of Justice. My qualifications include an AAS degree in Paralegal Studies from CAPCCC and experiance in both public and private law practices.

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

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

As my enclosed resume illustrates, I qualified for the Presidant’s Honor List each semester at CAPCCC. In addition, I have proficiency with the following software:

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