**Your Name**

142 Facebook Blvd.

Albuquerque, NM, 94301 United States

(423)135-4624

Your.Name@gmail.com



March 21, 2017

Hiring Manager’s Name

341 Company Address

Albuquerque, NM, 94301

(xxx)xxx-xxxx

hiring.manager@gmail.com

Dear [Hiring Manager’s Name],

My name is Rodney Emerson, and I am a paralegal with 2 years of experience in preparing and filing legal documents for court cases and managing database systems. I found your firm’s job posting on EmplawyerNet.com and think I would be a suitable candidate for the role.

As a paralegal intern, I have had the opportunity to work under senior paralegals who instructed me in the complex protocols and procedures involved with court case filings. I also gained extensive experience in scheduling and conducting interviews with clients and practicing legal professionals. I have included three examples from my resume to demonstrate my value and areas of skill:

* Improved filing database by systematically arranging litigation files and introducing an improved file-opening checklist, resulting in a 15% reduction in the time it takes to catalogue new cases.
* Organized and copied exhibits for 3 major cases; currently assist senior paralegals with Bates Stamping their exhibits for any upcoming trials.
* Prepare and file affidavits, legal correspondence, and other legal documentation for in-house attorneys and partners.

I appreciate the deft care [Target Firm] has exhibited in handling recent criminal defense cases amidst the company’s expansion. Internal reports claim that the [Target Firm] values its lawyers as well as other key professionals within the firm, resulting in a positive and fair work environment.

I am thrilled at the prospect of working with your firm and would like to come in for an interview as soon as possible. Please contact me at [Phone] or via email at [Email] so we can arrange a meeting. Thank you for your time and consideration; I look forward to hearing from you.

Sincerely,

Rodney Emerson

**[PARALEGAL COVER LETTER]**