

April 4, 2008

Dear whomever this may concern,

I am interested in working as a paralegal for your organization. I am an expert at law and government and I have taken many courses in which these subjects are taught. I enclose my resume as a first step in exploring the possibilities of employment with you.

My most recent experience has been at New York University where I earned a Ph.D at New York University. I am also involved in many extra curricular activities, such as mock trials and sports.

As a paralegal with your organization, I would bring a focus on quality and service to your company. Furthermore, I work well with others, and I am an experienced leader.

I would appreciate your keeping this inquiry confidential. I will call you in a few days to arrange an interview at a convenient time for you. Thank you for your consideration.

Sincerely,

Lily B. Gordon