Frank Schmitz

167 Godfrey Road

New York, NY 10019

212-581-5260

frank@schmitz.com

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John Lane

HR Manager

Bear & Jones LLC

1 Western Avenue

New York, NY 10019

Dear John,

I was eagerly awaiting the opening of the uptake for paralegals at your firm. I have the legal research and preparation skills to work on dynamic corporate law cases at a firm like Bear & Jones, where I could grow and expand my knowledge and skillset.

I have accumulated 4+ years of experience as a legal assistant at Sutton, Sachs, Meyer, which allowed me to acquire and constantly exercise the legal skills you currently require for your paralegal to have. You describe your priorities as reporting, client contact, and case preparation research. In my previous position, I delivered a minimum of 2 reports daily on key developments and other factors affecting the cases currently ongoing, and did so with error-free accuracy. I have assisted paralegals and attorneys in giving counsel to corporate clients at least once a week in person, and also through the reports I generated, which were often used directly with clients.

I am excited to be applying to learn at such an esteemed firm as Bear & Jones, and I recognize that I am applying not only to work, but learn there. I appreciate the firm’s commitment to developing its employees and by allowing me to become a paralegal would be the ideal first step, and I commit to developing further.

Could we schedule a call or a meeting to discuss how I can apply my research skills best to the cases you are currently working on?

Best Regards,

Frank Schmitz

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