**Subject Line: Do you need a conscientious paralegal at your firm?**

**Dear Recruiting Administrator:**

Do you need a hardworking, creative and conscientious paralegal to meet your firm’s needs? If so, I can help you. The following is a summary of my qualifications:

* More than ten years of progressively responsible legal experience;
* Bachelor’s Degree with Honors in Business Administration;
* Exceptional verbal, written and analytical skills;
* Advanced computer skills;
* Outgoing personality and “can-do” attitude.

I would like to meet with you to discuss how I might assist your firm in fulfilling its present needs. My resume is enclosed for your review. If you need someone who is highly motivated, eager to learn, and willing to work hard to succeed, please contact me at [phone] or via e-mail: [email].

**Thank you for your time and consideration,**

**First Last Name  
Phone  
Email**