[Today’s Date]

[341 Company Address

Company City, State, xxxxx

(xxx)xxx-xxxx

hiring.manager@gmail.com]

Dear Mr./Mrs./Ms. [Hiring Manager’s Name],

This letter is in regards to my interest in applying for the entry-level paralegal position at [company name]. With my skills and qualifications I am more than capable of providing paralegal support services to protect your company’s innovations and intellectual property.

While pursuing an Associates Degree in Paralegal Studies from [university name], I have developed knowledge of intellectual property law. As a member of the Junior Paralegal Club, I was able to stay up to date on all current affairs in relation to corporate law. With an internship at a mid-size law firm I was able to apply this knowledge and gain hands on experience in the field.

During my internship with The Wachester Firm, I was responsible for:

* *The preparation of documents for criminal and civil trials by scheduling and conducting interviews with clients, witnesses, and other lawyers*
* *Creating and maintaining a paper and electronic litigation database*
* *In-depth research and analysis of cases on corporate governance and litigation*

Together, I believe my educational background and internship experience makes me a suitable a candidate for the paralegal position at your firm. I have attached my resume highlighting my academic and professional skills and look forward to hearing from you in due course. I appreciate your time and consideration.

Yours sincerely,

*[Your Name]*