

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the Paralegal position at [Company's Name] as advertised [where you found the job listing]. With a strong background in legal research, document preparation, and client communication, I am excited about the opportunity to contribute to your team.

I hold a [Your Degree] in [Your Major] from [Your University] and have acquired [number of years] of experience working in [specific areas of law or legal environments]. My previous role at [Previous Employer's Name] involved [specific responsibilities or achievements], which honed my skills in [specific skills relevant to the job].

I am particularly drawn to [Company's Name] because of [specific reason related to the company or their values]. I believe my skills and passion align well with the goals of your firm.

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my experience and qualifications can benefit your team.

Thank you for considering my application.

Sincerely,
[Your Name]