



Cover Letter With Bulleted List

Susan Alexander

4564 High Hopes Lane
Edmonds, WA 98026
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January 13, 2002

Paul Thompson
ABC Legal Firm
6771 Downtown Street
Seattle, WA 98021

Dear Mr. Thompson:

Strengths in Accuracy, Organization, Writing and Research are the skills I can bring to your Paralegal position. My background includes:

- Investigating Guardian Ad Litem cases and developing recommendations.
- Associate of Technical Arts, Paralegal, Edmonds Community College.
- Received *Excellence* award for writing office procedures manual.
- 4 years experience processing insurance claims (99% accuracy rating).

My Paralegal degree, combined with my insurance experience, has prepared me to make a valuable contribution to your Paralegal Department. I look forward to discussing how my background will benefit the ABC Legal Firm.

Sincerely,

(Sign Your Name)

Susan Alexander

Enclosure: Resumé



Cover Letter With Columns

Sandra A. Smartstudent

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Lynnwood, WA 98036
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November 1, 2003

Law Offices of Smith + Jones
2001 Western Avenue, Suite 1200
Seattle, WA 98121

Re: Paralegal position

I am very interested in the Paralegal position advertised in *The Seattle Times*. My résumé is enclosed for your consideration.

My background seems to match the skills and characteristics that you are seeking.

Your Qualifications

- Office experience
- Intelligence and drive
- Self-starter
- Writing
- Ability to work with others in stressful situations

My Experience

- 9 years of accounting and banking experience
- A quick learner. Taught myself how to use several software programs. Received 4.0 in paralegal program.
- Took initiative to learn how to write settlement demand letters during internship.
- Received positive comments from instructor, "Your analysis, reasoning, and organization are clear, concrete, and logical."
- 3 years of experience handling challenging customers, while working as teller and customer service representative.

I would appreciate the opportunity to meet with you to discuss how my background can be of value to your firm. I look forward to hearing from you soon.

Sincerely,

(Sign your name)

Sandra A. Smartstudent