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 949-555-1234 or by e-mail.

Thank you for your time and consideration,

Andrew Clark  
949-555-1234  
anderwclark@tiogamiddle.com