

THOMAS JENKINS

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GEORGE FRANKLIN

Hiring Manager
Fitzgerald & Simpson Law Firm
(974) 654-0202
gfranklin@fitsim.org

Dear Mr. Franklin:

As a paralegal for Alvarez Law Firm, I have improved the firm's filing database system by introducing a checklist for opening litigation files, reducing the amount of time it takes to catalog new cases by 15%. I've also assisted senior paralegals with organizing exhibits for five high-profile criminal cases. I would welcome the opportunity to incorporate my organizational skills and eye for detail into enhancing the continued success of Fitzgerald & Simpson Law Firm.

With a promotion from a legal assistant, followed by two years of paralegal experience, I am drawn to Fitzgerald & Simpson's reputation as a successful criminal law firm. I am confident that my acumen for preparing and filing complex court documents and my ability to conduct client interviews will be an asset to Fitzgerald & Simpson. Some areas in which I excel as a paralegal include:

- Knowledge of state statutes and court rules
- Ability to work collaboratively with others
- Capacity to manage a high-volume caseload

I look forward to meeting with you to discuss how my capabilities and experience can help further Fitzgerald & Simpson's goals.

Best regards,

(Insert Signature Here)

THOMAS JENKINS

P.S. I would also like to share how my bachelor's degree in criminal law and paralegal certification are part of my future goals in the legal profession.