

Anthony Gentile

Senior Paralegal
New York, NY
anthonygentile@youremail.com
(123) 456-7890
[LinkedIn](#)

January 1, 2024

Patricia Jones

Hiring Manager
Keystone Law Partners
(837) 774-3300
pjones@keystonelaw.org

Dear Ms. Jones:

As a senior real estate paralegal with Folgers Legal Team, I've coordinated multi-million dollar commercial real estate transactions as well as residential contracts for five attorneys. Also, I meticulously maintained case databases, conducted title searches, and prepared financial documentation. I believe I can achieve similar results for your organization in the senior paralegal position.

Keystone Law Partners' reputation for excellence in real estate law is what draws me to apply for this opportunity. During my six years with Folgers Legal Team, I advanced from a legal assistant to a senior paralegal charged with training new hires. I am confident my supervisory and legal experience would be an asset to your team based on my professional achievements:

- Conducted legal research and due diligence on multi-million dollar commercial real estate transactions, which included title searches, zoning laws, and environmental regulations
- Identified potential risks, performed contract management reviews, analyzed legal and financial documentation, and maintained case databases
- Drafted correspondence and facilitated meetings with clients and legal parties

I hope to speak with you further regarding how my experience in commercial real estate law would benefit your organization. You may contact me via phone or email at your convenience. Thank you for your time and consideration.

Sincerely,

(Insert Signature Here)

Anthony Gentile