

# James Olson

Paralegal Manager  
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## 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 have coordinated large commercial real estate transactions as well as residential contracts for five attorneys. I also meticulously maintain case databases, conduct title searches, and prepare financial documentation. I would bring the same acumen for detail and efficient performance to aid in the continued success of Keystone Law Partners.

During my six years with Folgers Legal Team, I advanced from a legal assistant to senior paralegal charged with training new hires. I am confident that my supervisory and legal experience would be an asset to Keystone Law Partners. The following represent some of my career strengths:

- Ability to analyze complex issues
- Expertise with efficiently organizing tasks in the most expedient order
- Capacity to effectively communicate and empathetically listen

I welcome the opportunity to meet with you to discuss in greater detail how my managerial and legal knowledge would benefit Keystone Law Partners' paralegals, and by extension, your attorneys' continued success.

Sincerely,

*(Insert Signature Here)*

## James Olson

P.S. I would like to also share how my bachelor's degree in human resources combined with a Paralegal certification has helped shape my career goals.