

Jeanette O'Toole

Paralegal Manager
456 Archway Circle, St. Louis, MO 08743
jotoole@youreemail.com
(765) 432-1111

June 1, 2021

Michelle Smith
HR Manager
Smith & Klein Law Firm
(765) 553-2266
msmith@sklaw.org

Dear Ms. Smith:

As a senior litigation paralegal with Clemons Legal Team, I am responsible for assisting five attorneys with witness depositions and factual research for criminal cases. Additionally, I create and review reports and maintain case databases. It is with the same level of professionalism and attention to detail that I would dispatch my responsibilities as a paralegal manager with Smith & Klein Law Firm.

I began my career with Clemons Legal Team 10 years ago as a legal assistant. After two promotions, my duties have extended to include training new hires. I welcome the opportunity to utilize my legal and managerial background to support Smith & Klein's junior paralegals. Some key areas that demonstrate my professional abilities include:

- Thorough knowledge of litigation principles
- Effective analytical, organizational, and problem-solving skills
- Superior interpersonal and communication skills

I look forward to providing you with more in-depth details about how my professional experience can further enhance Smith & Klein's successful practice. Please feel free to contact me to arrange a time to meet that's convenient for you.

Best regards,

(Insert Signature Here)

Jeanette O'Toole

P.S. I would also like to share with you how my bachelor's degree in business administration and subsequent Paralegal certification have strengthened my managerial and legal abilities.