

**Amina Begum**

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One Chase Manhattan Plaza  
Milbank Tweed Hadly & Mc Cloy LLP  
NY, NY 10005

Attn: Personnel

Dear Sir or Madam:

I am responding to your advertisement in The New York Times for a paralegal to assist you in criminal law. I am confident that I possess the skills and qualifications you seek.

As you can see from the enclosed resume, I am in my third year at CUNY: New York City College of Technology for my Bachelor's of Science Degree in Law and Paralegal Studies. My paralegal courses include Introduction to Paralegal Studies and Civil Procedure Law and Rules.

I have been working part time in the Hospitality business for the past three years as shown in my resume. From my one year of working as a server I have learned how to present myself to customers in a professional manner, handle their needs, and work as a team with my coworkers. In my second job as a host, I have learned outstanding phone etiquette while handling reservations and delivering messages for managers. Both jobs have taught me how to get along with others and work as a team, customer service skills and how to multitask in an organized fashion.

I am highly proficient in technology. I am skilled in using Microsoft Word and PowerPoint.

I am excited about the possibility of meeting with you to learn about the position you have available.

Please contact me to schedule an interview. You can contact me by my phone Monday through Sunday. I look forward to hearing from you.

Sincerely yours,

Amina Begum