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**Carla Candidate**  
**929-987-6543**  
[Carlacandidate@gmail.com](mailto:Carlacandidate@gmail.com)  
**October 14, 2021**

**The Blanch Law Firm**  
**261 Madison Ave. Floor 12**  
**New York, NY, New York 10016**

RE: Paralegal Position

To Whom It May Concern,

I was motivated to contact you upon learning that The Blanch Law Firm has an opening for a new Paralegal role. If hired, this will be my first corporate job, however I can assure that my passion and thrive for this career path will assist me in adjusting to this job role.

I believe being genuine and nurturing, along with professional and driven, is an essential combination for people in this field. Experience is a major factor here but I am a quick and efficient learner.

For further details of my background, and credentials, please take a moment to review my enclosed resume. I am very interested in meeting to review your needs and possible solutions I could bring to the table. Thank You.

Sincerely,

Carla Candidate