

Emily Heras Tello
368 Hazel Rd.
Brooklyn N.Y. 46425
(123) 456-7890
emily@emily.com

September 20, 2016

Law Offices of Gerald Karikari
84 Bowery, 5th Floor
New York, N.Y. 10013

RE: Paralegal Position

To whom it may concern,

I am writing to express my keen interest in filling the position of paralegal in your thriving law office. I am currently enrolled in the Paralegal Studies program in the New York City College of Technology. I believe I possess the attributes that you are looking for. I am hardworking, an excellent multitasker, and in my previous employment, I learned the value of good communication.

My experience in immigration law is limited, but I find that having a family of immigrants, and being one myself, would make me a great addition to your firm. On top of that, I am also fluently bilingual and will be able to fully complete my responsibilities in both languages when needed.

In addition to the fine set of skills which I have acquired through my educational career, I am a fast learner with a drive to perform to the best of my abilities.

My resume is enclosed with this letter. Thank you for taking the time to consider me and my resume, and I look forward to hearing from you soon.

Sincerely,



Emily Heras Tello