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The New York City Department of Corrections
The Correction Intelligence Bureau
16-06 Hazen Street
East Elmhurst, New York 11370

RE: Legal Assistant Position

To whom it may concern:

I was pleased to hear that the Correction Intelligence Bureau of The New York City Department of Corrections was seeking to fill the position of Legal Assistant. I've recently graduated from New York City College of Technology with a Bachelor's Degree in Law and Paralegal Studies.

Throughout my undergraduate career, I've taken many courses in Professional and Technical Writing which has strengthened my abilities to produce documents of a professional manner, perfecting my ability to work on Microsoft Word, Excel etc. and setting up well organized folders, and being able to give oral presentations.

Throughout my high school career I participated in various community and volunteer work such as The Coney Island Light House Mission, and The Brooklyn College Community Partnership. Through this and other positions I have retained in my undergraduate career I've learned how to take directions well, work great in teams, work well with deadlines and develop a great work ethic.

Enclosed is my resume for your review. I welcome the opportunity to discuss personally how my skills and strengths would be an attribute to your division. I hope to hear from you soon.

Sincerely,

Selina Kyle