

HOW TO LAND YOUR FIRST PARALEGAL JOB

College Graduate—No Experience

987 Flowering Street  
Boomtown, CA 99789  
July 1, 19—

Ms. Libby Del Monte  
Paralegal Manager  
Carrington & Company  
1234 Maintown Boulevard, Suite 1200  
Anytown, CA 99879

Dear Ms. Del Monte:

I recently saw your job advertisement in the *Boomtown Daily Journal* and immediately thought that I may be the person you are seeking. As indicated on the enclosed resumé, I received my Bachelor's degree from Yale University in March. I would be very interested in working with your firm.

As a legislative analyst with a lobbying firm in Washington, DC., I have been educated about the realities of working in a large, dynamic law firm. I would enjoy the challenge of such an exciting environment.

If this position has not been filled and you believe we would work well together, I would enjoy meeting with you at your earliest convenience. I will call you within the week to schedule an interview.

Sincerely,

Betty Bates  
(213) 444-5555

Enclosure

Illustration 7.7