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Aston & Bird Law Firm
90 Park Ave
New York, NY 10016

To whom it may concern,

I am writing in regards to the paralegal position that your law office is offering. Although this would be my first time working in a corporate space, I believe that my passion will allow me to adapt to certain situations quicker, in order for the job to run smoother.

Experience may be key in completing a job, however, passion enables one to have motivation. Personally, I listen closely to details or write down notes that seem relevant. It helps me to remain driven, no matter how hard the task may seem. Passion encourages me to take time to learn and comprehend the topic at hand.

I have great leadership skills in group activities. I am eager to take initiative and if it requires the help of others, I have no problem asking. I believe that it is important to consider the opinion of others when completing tasks, because it gives insight on areas that I've never thought of.

Thank you for taking time and considering me as a potential employee. I look forward to hearing your response.

Sincerely,
Carlos Candidate