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New York City Law Department
100 Church St.
New York, NY10007

To whom it may concern:

I am writing in regards to the paralegal position advertised on indeed.com. I feel that my background, experience and interests would be perfect for this position. I have worked in many positions in which my communication and computer skills played an important role on a daily basis. I have also obtained an Associate's Degree in Criminal Justice where I maintained a 3.8 GPA, and am currently enrolled in the Paralegal Studies program at New York City College of Technology.

I have attached my resume to provide you further information regarding my education, work experience and other skills. I have enjoyed working with people my entire life and know that I would be a suitable addition to your company. In addition, I am very reliable, motivated, hardworking and a fast learner with the willingness and desire to gain new experience.

I hope to meet with you personally so that I can further discuss with you my qualifications and experience. Thank you for your consideration.

Sincerely,

Minnie Mouse