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February 22, 2020

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 am currently a student at New York City College of Technology, working toward my Bachelor's Degree in Law and Paralegal Studies.

Throughout my academic career, I've taken many courses that require writing, which has strengthened my ability to produce documents of a professional quality. I have also developed strong skills with Microsoft Word, Excel, etc. and setting up well organized folders. I am also able to give oral presentations.

In addition, I have participated in various community and volunteer work such as The Coney Island Light House Mission, and The Brooklyn College Community Partnership. Through these and other positions, I've learned how to take directions well, work productively in teams, meet deadlines and develop a strong 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,

Bruce Wayne