

DIANA PRINCE

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Oltarsh & Associates, P.C.
494 8th Avenue, Suite 1704
New York, New York 10001

RE: Paralegal Position

To Whom It May Concern,

I am very interested in filling the position of paralegal at your law office, as advertised on the website. Along with my current pursuit of obtaining my degree in Law and Paralegal studies at City College of Technology and five years of experience as an Administrative Assistant with Em's Accounting Service, I am certain in my ability to contribute effectively and to become a key member at your law office.

I am a creative problem-solver with a talent to stream line processes, improve morale, resolve conflict and exceed realistic goals. Most importantly, I bring personal integrity, honesty, and strong work ethics in my profession. Other qualities that I can bring to your organization include:

- Well-versed in performing necessary functions of this position: reception, filing, mail management, typing, maintaining schedules and travels, and managing calendars and diary.
- Strong ability to follow instructions, learn new tasks and computer applications with confidence and easiness.
- Outstanding ability to work comfortably and efficiently within a challenging, changing, and high stress environment while exercising flexibility, teamwork, and an exceptional ability in learning new concepts in a short amount of time and utilize them with great ease thereafter.

Enclosed is my resume for your review. I would appreciate the opportunity to meet with you personally, at your earliest convenience, so that we may discuss the appropriateness of my skills and qualifications for your requirements. Thank you for your consideration. I look forward to hearing from/meeting with you soon.

Respectfully yours,

Diana Prince
Enc: Resume