

Yolanda Suarez
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September 21, 2020

Alexander M. Gonzalez
Catholic Migration Services
191 Joralemon Street
Brooklyn, NY 11201

Dear Mr. Gonzalez,

I write in application for the immigration paralegal position posted on Indeed. Currently I am in my last semester of CUNY-New York City College of Technology's Law and Paralegal Studies program, about to complete my Bachelor of Science degree in Legal Studies. I am currently only taking night classes, so it will not be a challenge for me to work during the day.

I believe I am an ideal candidate for this position. It has been my longtime goal to work in the area of immigration law, to put in practice what I have learned in my law classes and paralegal internships, and to realize my strong ambition to help individuals in need of immigration assistance. Moreover, it is an opportunity to serve the Catholic Church of which I am a lifelong practicing member, and to participate in its important work regarding immigration.

Attached you will find my resume and a writing sample which is a legal memorandum I submitted in my Torts class, and earned an A. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
Yolanda Suarez

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EDUCATION

New York City College of Technology, CUNY

Bachelor of Science Degree expected December 2020, Legal Studies (ABA approved)

Relevant courses include Immigration Law, Civil Law and Procedure, Legal Research, Legal Document Preparation, Family Law, Tax Law, Estates Trusts and Wills, Torts and Insurance.

WORK EXPERIENCE

Ladyzhensky Law Firm, P.C., Brooklyn, New York

January 2020 - March 2020

Paralegal Intern

- Conduct legal research using Westlaw and Google Scholar.
- Draft and revise opening Statements and letters.
- Use CloudLex to create and update clients' information.
- File digital documents using Google Docs.
- File physical documents.

DNIS LLP, Brooklyn, New York

September 2019 - December 2019

Paralegal Intern

- File various types of legal documents in New York State courts (Kings, Bronx, Manhattan and Queens).
- Translate and interpret English and Spanish for clients and attorneys.
- Participate in interviews for immigration clients.
- Draft immigration evidence cover letters.
- Use the Acris system to prepare Liens of Common Charges and Termination of Liens of Common Charges for real estate lawyers.

Payless ShoeSource, Inc.

August 2018 - July 2020

Sales Associate

- Train new associates; manage merchandise inventory.

Cosi, Inc, New York, New York

August 2016 - February 2018

Cashier/Barista

- Point person for tourists and customers' questions/concerns; significant telephone contact.

LANGUAGE SKILLS: Fluent in Spanish