

Niasia Rivera
(646) 463-1544 cell/ niasiarivera21@gmail.com

March 2,2015

Micheal Goldstein
Law office's of Micheal Goldstein
Estates, Trust,& Wills Law

I am interested in applying for the Trust & Estates Paralegal position with your firm. I found out about this position at your firm, through an ad posted by your recruiting firm Lease & Labau on monster.com. I am very interested in this position with your and feel that I am the perfect candidate.

Working as home health aide and a security officer I've gained experience in being sensitive with confidential information, being able to multitask in a fast paced environment, have an professional appearance, and demeanor. Also paying great attention to detail.

With taking up my classes in law and paralegal studies I've acquired necessary knowledge to work in a legal environment. So far I have taken up and completed real estate law, estates, trust and will's law, criminal law procedure, as well as civil litigation procedure. I've also completed legal research one and two and legal document prep. With completing these classes I've gained the ability to know what is to expected of me as a paralegal. I've also gained knowledge in the different areas of law and the procedures taken. For example I've drafted a summons and complaint, a verified complaint for a divorce, a will, memorandum of law and a opening contract for the sale of home.

I am very interested in the position and looking forward to meeting for and interview at your earliest convenience. If you have any questions feel free to contact me on my cell (646) 463-1544 or by email niasiarivera21@gmail.com. Thanking you in advance for your time and consideration.

Thanks
Niasia Rivera