

# SIMPLE COVER LETTER

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[Today's Date]

[Hiring Manager's Name]

[341 Company Address]

[Company City, State XXXXX]

[(XXX) XXX-XXXX]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

This letter is in regard to my interest in applying for the entry-level paralegal position at [Company Name]. With my skills and qualifications, I am more than capable of providing paralegal support services to protect your company's innovations and intellectual property.

While pursuing an Associate Degree in Paralegal Studies from Southern Community College, I have developed knowledge of intellectual property law. As a member of the Junior Paralegal Club, I was able to stay up to date on all current affairs in relation to corporate law. With an internship at a mid-size law firm I was able to apply this knowledge and gain hands-on experience in the field.

During my internship with The Wachester Firm, I was responsible for:

- The preparation of documents for criminal and civil trials by scheduling and conducting interviews with clients, witnesses, and other lawyers
- Creating and maintaining a paper and electronic litigation database
- In-depth research and analysis of cases on corporate governance and litigation

Together, I believe my educational background and internship experience make me a suitable candidate for the paralegal position at your firm. I have attached my resume highlighting my academic and professional skills, and I look forward to hearing from you in due course. I appreciate your time and consideration.

Sincerely,

[Your Name]

## Cover Letter Top Same Day Delivery

**Kristina M. Ackley**

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the name bar.

## Cover Letter Top Same Day Delivery:

**Federal Register** ,1984-06-04      **Official Gazette of the United States Patent and Trademark Office** ,1992

**Billboard** ,1999-06-19 In its 114th year Billboard remains the world s premier weekly music publication and a diverse digital events brand content and data licensing platform Billboard publishes the most trusted charts and offers unrivaled reporting about the latest music video gaming media digital and mobile entertainment issues and trends      *Official Gazette of the United States Patent and Trademark Office* United States. Patent and Trademark Office,1992      *Secrets of a Freelance Writer* Robert W. Bly,2007-04-01 The definitive guide to becoming a successful freelance writer now in an updated and expanded third edition *Secrets of a Freelance Writer* has long been the authoritative guide to making big money as a commercial freelance writer In this new edition you ll find out how to make 100 000 a year or much more writing ads annual reports brochures catalogs newsletters direct mail Web pages CD ROMs press releases and other projects for corporations small businesses associations nonprofit organizations the government and other commercial clients You ll also learn how to start out as a freelancer market yourself to clients create a successful personal Web site to cull more sales leads follow up on potential customers to build your practice and run your business on a day to day basis *Secrets of a Freelance Writer* is the definitive guide to building a successful and lucrative freelance writing practice      **Post Office Guide** Great Britain. Post Office,1896      *Consolidated Listing of Official Gazette Notices Re Patent and Trademark Office Practices and Procedures* ,1964      Engineering ,1884      Killer Cover Letters and Resumes ,2008      **USadreview** ,2003      **Live Stock Report** ,1899      **100 Top Internet Job Sites** Kristina M. Ackley,2000 Going beyond listing popular job posting sites this book also helps career seekers explore Internet opportunities for career assessment networking and company research      Bulletin ,1897      *The Municipal corporations companion, diary, directory, and year book of statistics, ed. by J.R.S. Vine. [2nd]-11th, 13th year* sir John Richard Somers Vine,1879      **Official Gazette of the United States Patent Office** USA Patent Office,1884      *The Poultry Keeper* ,1885      *U.S. News & World Report* ,1959-04      Bibliography of the Writings of Sir Winston Churchill Ronald I. Cohen,2006 Sir Winston Churchill held many positions of rank and state during his long and prolific lifetime Cohen presents the leader s bibliographic writings with several thousand entries with full descriptions      *Gas World* ,1915      The London Corn Circular ,1899

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