

MICHAEL LEE

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Dear Hiring Manager,

I am writing to express my interest in the Paralegal position at ABC Law Firm, as advertised. With a Bachelor of Arts in Paralegal Studies and two years of hands-on experience as a Legal Intern, I have developed a strong foundation in legal research, document drafting, and client communication that aligns well with the values and mission of your esteemed firm.

Throughout my internship, I honed my analytical skills while conducting comprehensive legal research to support case strategies. My proactive approach to problem-solving enabled me to assist attorneys effectively during trials and meetings by organizing case files and ensuring all documentation was meticulously prepared. I take pride in maintaining high attention to detail while managing multiple cases under tight deadlines.

Collaboration is central to my working style; I thrive when supporting team members and communicating clearly with clients about case developments. My commitment to professionalism ensures that sensitive information is handled with the utmost confidentiality.

I admire ABC Law Firm's dedication to providing exceptional legal services through integrity and a client-centered approach. As someone who values these principles deeply, I am excited about the opportunity to contribute meaningfully within your team while furthering my skills in a dynamic environment.

Thank you for considering my application. I look forward to discussing how I can support ABC Law Firm's mission of delivering effective legal solutions tailored for each client's unique challenges.

Sincerely,
Michael Lee