

TAO JOHNSON

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DATE

Sep 8, 2026

Dear Hiring Manager,

I am writing to express my interest in the Paralegal position at Top Law Firm. With a Bachelor of Arts in Legal Studies and 14 years of experience as a Legal Assistant, I have developed a robust skill set that aligns well with the values and mission of your esteemed firm.

Throughout my career, I have honed my legal research, case management, and document preparation skills while maintaining strong client communication. My attention to detail ensures that all documents are meticulously prepared, supporting attorneys in their pursuit of excellence for every client. I thrive in collaborative environments where teamwork is essential for success—traits that resonate deeply with Top Law Firm's commitment to fostering positive relationships both internally and externally.

My organizational skills enable me to effectively manage multiple priorities within fast-paced settings while remaining adaptable to shifting demands. Additionally, I pride myself on being a proactive problem-solver who approaches challenges with professionalism and integrity—a reflection of your firm's core values.

As someone dedicated to providing comprehensive support throughout the legal process, I am particularly drawn to Top Law Firm's diverse practice areas and its focus on innovative solutions tailored to clients' needs.

I am excited about the opportunity to contribute my expertise as part of your dynamic team. Thank you for considering my application; I look forward to discussing how my background can be an asset at Top Law Firm.

Sincerely,
Tao Johnson