

## § 3.6

## The Cover Letter

*"Thanks considering me."*

Your cover letter should be one or two short paragraphs. Research the firm to which you are applying in the *Martindale-Hubbell Law Directory*. Find out what areas of law it practices. Mention in your cover letter that you are looking for a position in a firm involved in one of those areas of law. If you discover you have the same alma mater as the interviewer, use this information in your letter. "Since graduating from South Eastern North Dakota State College, I have been working as ...".

**Pamela Legalskills**

777 E. 1st St., Apt. 111  
Career City, CA 56119  
(555) 555-1234

January 4, 2006  
Human Resources  
Pete's Law Firm  
555 Fremont St.  
Career City, CA 56197

Dear Sir or Madam:

I am very pleased to hear of the paralegal position available within your company. I have enclosed my résumé for your review. It outlines how my experience would prove beneficial to your company.

I am accustomed to a fast-paced environment where deadlines are a priority, and handling multiple jobs simultaneously is a requirement. I enjoy a challenge and work hard to attain my goals. Constant communication with all levels of employees has strengthened my interpersonal skills.

Please do not hesitate to contact me at any time if you are interested in interviewing me. My phone number is (555) 555-1234.

Sincerely,

Pamela Legalskills