

LAURA MILLER

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May 9, 2008

Linda Pearl
Uptown Legal Partners
150 Riverside Drive
Newark, NJ 07102

Dear Ms. Pearl:

As a recently-certified paralegal with a diverse professional background and a strong work ethic, I believe I am someone who would be a welcome addition to your staff. Knowing that your firm is recommended by the career center at Fairleigh Dickinson, I would like to explore the possibility of putting my skills and experience to work for you. Among my strengths, I offer excellent administrative skills, a love of learning, a passion for law, and an unrelenting commitment to achieving goals.

As you can see from my enclosed résumé, I earned my paralegal certification from Fairleigh Dickinson in May of last year and have built up experience as a paralegal for a title company, as well as an intern for the Superior Court of New Jersey in the Salem Civil Division. In a short time, I have established a reputation as a hard-working individual who effectively manages the demands of work in busy environments. In fact, while I was with the title company, even though I was the newest paralegal, I was entrusted with handling transactions for real estate cases that were deemed the most challenging. Prior to entering the paralegal field, I enjoyed a challenging and rewarding career in high-level administrative roles for Johnson & Johnson, and as a real estate agent. Providing a backdrop for my developing paralegal career, I believe the breadth of practical knowledge, strong skills, and the wealth of administrative experience that I have accumulated will make me an asset to your office.

Throughout my career, I have achieved success through my resourcefulness, persistence, and ability to communicate effectively with people at all levels. Among my other strengths, you will find that I am organized and thorough and show good judgment in making decisions. Service-oriented, I consider myself a team player who is willing to do whatever is necessary to get the job done, and I pride myself on my ability to take on challenging assignments and see them through to completion.

This combination of skills has served me well in the past, allowing me to make significant contributions while establishing a reputation as an efficient and effective employee. With this solid record of accomplishment as the basis, you can be confident that I will do the same for you.

I would be pleased to have the opportunity to discuss your needs and how I might be able to meet them. Please feel free to contact me by phone (908-725-0001) or email (lmiller23@optonline.net) to arrange a meeting. I look forward to speaking with you soon.

Sincerely,

Laura Miller
Enclosure
