

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Hiring Manager Name]
[Law Firm Name]
[Firm Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Paralegal position at [Law Firm Name]. With a strong academic foundation and professional certification, I am confident in my ability to contribute effectively to your legal team.

Regarding my educational background, I hold a [Degree Name, e.g., Bachelor of Arts in Criminal Justice] from [University Name], where I graduated [Year]. My coursework focused on legal research, writing, and substantive law, providing me with the analytical skills necessary for complex case management.

In addition to my degree, I have successfully earned my Paralegal Certification from [Institution Name]. This program is approved by the [American Bar Association/Relevant Body] and required the completion of rigorous modules in civil litigation, contract law, and legal ethics. Through this certification, I have mastered the technical aspects of drafting pleadings, managing discovery, and conducting thorough legal searches using Westlaw and LexisNexis.

I am eager to apply my educational training and certified expertise to support the attorneys at [Law Firm Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]