15th July 2009

Mr. Thomas Reed,

Reed and Taylor Associates,

56, Whitefield Park,

Fairfield CT 06050

Dear Mr. Reed,

I am applying for the post of paralegal with your esteemed offices at the request of Mr. Thompson with whom I have been working for the past two years. I am enclosing my resume for your scrutiny.

I have completed my paralegal studies and am a Certified Paralegal under the US laws. At the offices of Mr. Thompson, I have been involved largely in cases relating to Criminal Justice law. I pride myself in being serious about my work and in my ability to research the finer points of law that is absolutely necessary while presenting a case. I also have excellent drafting skills, which is an absolute necessity while creating depositions and complaints.

I am available immediately for an interview and may be reached at (203) 777-0989 at your convenience.

I would like to thank you for considering my application and would love to hear from you at your earliest.

Sincerely yours,

Brenda Joyce

Brenda Joyce

Encl. Resume