

# Allison Rosenberg

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George Franklin

Fitzgerald & Simpson Law Firm

123 Your Street,

Houston, TX 12345

(123) 456-7890

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[month, day, year]

Dear Mr. Franklin:

I'm reaching out regarding the paralegal position with Fitzgerald & Simpson Law Firm. At Alvarez Legal Associates, I improved the firm's filing database system by introducing a checklist for opening litigation files, reducing the amount of time it takes to catalog new cases by 15%. I've also assisted senior paralegals with organizing exhibits for five high-profile criminal cases. My expertise in legal research would be an asset to your organization.

Fitzgerald & Simpson's reputation as a successful criminal law firm is what draws me to apply for this opportunity. My acumen for preparing and filing complex court documents would benefit your legal team based on my career achievements:

- Coordinated with a team of paralegals and attorneys to organize exhibits, prepare discovery responses, and draft correspondence to opposing counsel and clients
- Improved the firm's filing database system by introducing new standardized review processes, which reduced cataloging time for new cases by 15%
- Conducted legal research for criminal cases and maintained confidential client documentation

I'd like to set up an interview to discuss how my experience providing paralegal support for criminal cases would be an asset to your organization. You may contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

Allison Rosenberg