

# Aliya Jackson

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456 My Street, San Diego, CA 76543

**Michelle Smith**

**Smith & Klein Law Firm**

**123 Your Street,**

**Houston, TX 12345**

**(123) 456-7890**

**example@youreemail.com**

[month, day, year]

Dear Ms. Smith:

I would like to apply for the senior paralegal position with Smith & Klein Law Firm. As you can see from my attached resume, I have over eight years of experience performing legal research for a wide range of criminal and civil cases. I've also liaised with judges, opposing counsel, clients, and courtroom staff during trials. My dynamic legal background makes me an ideal candidate for this role.

Smith & Klein Law Firm's reputation for professionalism and integrity is what draws me to apply for this opportunity. During my time with Hamlin Legal Associates, I managed and trained over 15 paralegals and provided high-level support to five attorneys. My leadership skills and legal knowledge would benefit your law firm based on my career accomplishments:

- Conducted research on a wide range of legal topics and precedents to support pretrial motions, dismissals, and summary judgments for high-profile criminal, civil, and personal injury cases
- Managed case documents and confidential client files, including eyewitness accounts, financial statements, and medical documents
- Liaised with judges, clients, opposing counsel, and courtroom staff during trials

I hope to speak with you further about how my extensive background in criminal and civil law would make me an asset to your legal team. You may contact me via phone or email at your convenience. I appreciate your time and consideration.

Sincerely,

Aliya Jackson