2228 E. 4th St.

Houston, TX 77084

281.555.2222

March 1, 2010

Keith Adams

Adams, Lee & Robbins

332 Main St.

Houston, TX

**RE**: **Paralegal Position**

Dear Mr. Adams:

I am responding to your advertisement in the University of Houston, Alumni Bulletin for a paralegal assistant. My previous work with first-rate attorneys enables me to offer you an exceptional mix of training, knowledge, experience, and professionalism. I recently completed my education with Arlington Career Institute in Paralegal studies.

As you will see on the enclosed resume, I have worked for several law firms in the Houston area. I am proficient in many areas of general civil litigation, bankruptcy, business, and civil trials. As a result, I can offer you an unequaled level of expertise in researching complaints and discovery requests as well as responses to counterclaims, motions for discovery sanctions, motions for summary judgments, and motions to dismiss.

The attorney with whom I work is retiring and therefore I am looking for a new position. He has provided me with an excellent recommendation to aid in my employment search. I would appreciate the opportunity to present this recommendation for your review, and to introduce myself as a candidate for the position at your firm.

You may contact me at 281.555.2222 during the day or in the evening to schedule an interview appointment.

Sincerely,

Don C. Rogers

Enclosure: Resume