

Letter in Response to a Job Notice

Bohn Hall 914
Montclair State University
Upper Montclair, NJ 07043
May 3, 200x

Ms. Marie Berger
Paralegal Manager
Daley, Daley, and Rogers
200 Park Avenue
New York, NY 10166

Dear Ms. Berger:

I am writing to apply for the paralegal position that was posted in the Montclair State University Career Development office. The position described in your posting matches my career goals and qualifications closely.

As noted on the enclosed resume, I would like to use my research and writing skills while working for a law firm as a paralegal. My academic courses have required many research projects and papers. I have enclosed a few abstracts of my efforts. I hope they demonstrate my capacity to undertake research and report my findings in a clear and concise fashion.

I can work well under the pressure of deadlines and have been involved in many group projects. My work experiences have taught me that one must be prepared to work beyond the typical forty-hour week to achieve success. I am willing and able to do so for Daley, Daley, and Rogers.

Your consideration of my credentials would be greatly appreciated. I will call you next Friday to confirm receipt of this letter and to discuss appropriate next steps. Please feel free to contact me at (973) 893-5541 if you require additional information to support my candidacy.

Thank you.

Sincerely,

Joseph E. Byrne

Enclosures

Paragraph 2
Note that Joseph has chosen to include material which provides proof of the research skills that he has identified in his resume. If you do choose to include work samples, understand that they will not be returned to you.