

Your Name  
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October 12, 2015

Ms. Jane Smith  
Paul, Weiss, Rifkind, Wharton & Garrison LLP  
1285 Avenue of the Americas  
New York, New York, 10019-6064

Dear Ms. Smith,

I learned of your search for a paralegal through the Haverford College Center for Career and Professional Advising. I am very enthusiastic about Paul, Weiss and the description of the position, and have included a copy of my resume and unofficial transcript for your consideration.

I will be graduating in May of 2016 from Haverford College with a major in Philosophy and a concentration in Gender and Sexuality Studies. I would like to gain some paralegal experience for a couple of years prior to attending law school. I have been very intrigued by feminist theory throughout my philosophy studies and have garnered a more concrete, tangible interest in women's rights through my gender studies. I have consistently maintained a dominant voice and excelled in each of my philosophy courses in college and abroad, thereby strengthening my reading, writing, and analyzing skills.

Aside from my growth through academia at Haverford, my extracurricular experiences at college demonstrate my resolve to stay organized and work well with others, alongside excellence outside of the classroom. My positions as an intern at the Philadelphia District Attorney's Office, activist in Haiti and in Nicaragua, founder and co-chair of Haverford's Pre-Law Society, a member of various Haverford Students' Council committees, and an athlete on a Division III varsity ranked team all serve as strong foundations for my ability to work in diverse environments and varied contexts while still achieving success in my academic endeavors. My work at the Philadelphia DA's office started two years ago in the Victim Services Division.

Most of my work consists of informing victims of sexual abuse, rape, and violence of their rights and the services that the State of Pennsylvania can offer them. In addition to these duties I also serve as a liaison between the district attorneys and their clients. This internship has motivated me to continue working in the field of law, and along with the other positions that I have held during college it has strengthened my ability to help others while enhancing my problem solving skills.

All in all, my academic success and passion while multitasking to achieve the various aforementioned accomplishments will provide a strong background for this paralegal position. I have developed strong writing and analytical skills from my studies in philosophy and gender and sexuality studies. I also have versatile communication skills due to the varied social contexts in which I have worked and studied, in addition to a good command of Portuguese, Spanish and Italian. Therefore, I would be a strong paralegal candidate for your office. Please do not hesitate to contact me if you require additional information beyond my enclosed resume. I greatly appreciate your time and consideration and I look forward to discussing this position with you in the near future.

Sincerely,

Your Name