

## **Email Cover Letter for a Part-Time Job**

**To:**

**Subject:Job**

Dear Mr. Walton,

I am writing to express my interest in the part-time paralegal position you advertised at your firm. I completed my Bachelor's Degree in Paralegal Studies and have five years of experience. The flexibility afforded by part-time work is appealing to me and I know I have the necessary skill set to be successful in the job.

My current job involves conducting research on Westlaw and Lexis Nexis and writing motions for practicing attorneys in the firm in which I work. I am highly skilled at research and am able to take direction well from the attorneys. I am extensively knowledgeable about e-filing requirements and associated filing fees and am skilled at navigating the E-Filing System.

In addition to research and writing I also help litigators prepare trial notebooks and deposition materials. I understand how to organize the needed information in such a way that litigators can easily access it. Similarly I have expert-level knowledge of using Adobe to bookmark large amounts of discovery for electronic use in the courtroom.

I would be an excellent choice for the part-time paralegal position at Stern Law. I would like to meet with you when you are available. Please contact me at your earliest convenience.

Sincerely,

**Andrew Gary**