

PAUL RICHARDSON

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May 10, 2015

Brad Comeau Law Office
111 Front Street
Stirling, ON

Dear Mr. Comeau:

Please accept this letter as application for the position of Civil Litigation Law Clerk as advertised with the Loyalist College Career Centre, on May 9, 2015. I am confident I have the skills and experience required to be a successful member of your growing team.

I recently graduated from the Paralegal program at Loyalist College. My placement experience and education have enabled me to acquire hands-on training in drafting legal documents such as affidavits, motions of records, briefs, and bills of costs. I have sound knowledge of Civil Law and the Rules of Civil Procedure. I offer over six years of experience in customer-focused positions where I consistently demonstrated excellent communication skills and the ability to multi-task.

I understand that your practice is growing rapidly in the areas of personal injury law, and family law. I am confident my experience and knowledge in these sectors would make a great contribution to your firm.

An interview to further discuss my qualifications and this exciting opportunity would be most appreciated. I can be reached at 613-395-1452. Thank you in advance for your consideration and I look forward to hearing from you.

Sincerely,

Paul Richardson

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