

October 20, 2016

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Douglas M Bomarito Attorney-at- Law
Douglas M Bomarito Law Firm
7157 SW Beveland #10
Tigard, OR 97223

Dear Mr. Bomarito,

My paralegal classmate at Portland Community College, Tanya Maldonado, let me know that you are expecting to hire a receptionist in the near future. I have taken a moment to watch your Vimeo presentation and review your web page in preparation for an interview. Some of my PL coursework includes Real Estate, Personal Injury and I am currently in the litigation class. In short, I am on track to complete my degree by the end of this term.

I believe my job as a paralegal is to provide the best support to the attorney I serve so they can focus on the work of counseling clients and building the best case they can. I was impressed your business thrives by word of mouth and I want to be part of an organization that focuses on serving clients well and maintaining an empathetic perspective. Having experience on my high school wrestling team you can see that I am able to take direction and excel. I use the skills and mentality and fortitude that it took to place in state in all facets of my life.

Also noteworthy, I balance full time school, family responsibilities, and full time employment. As a direct support provider for individuals with special needs I handle a great deal of responsibility over someone's life. It takes a great deal of empathy and understanding to ensure the welfare of my clients. You will note on my resume that I am very dedicated and have worked with one employer for over five years. I await further instructions from you and I can be reached at adam.gomez@pcc.edu or 503-123-1234.

Respectfully,

Adam E. Gomez