

Job Seeker Name
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September 15, 2017

Employer Name
Acting Chief Pretrial Services Officer
1000 SW Third Avenue, Suite 440
Portland, Oregon 97204

Dear Mr. XXX,

I am currently taking classes in the ABA approved paralegal program at Portland Community College, and anticipate completing my Associate of Applied Science degree in December of 2017. In the distant future, I intend to transfer to Portland State University as a junior to finish my Bachelor of Science degree in Political Science. My ultimate goal is to attend Lewis and Clark Northwestern School of Law, where I can earn my J.D. with a Certificate in Criminal Law and Procedure, and eventually enter the practice of law in that specialty area.

The position of Student Support Technician with the United States Pretrial Services Office interests me because it would allow me to utilize my many years of experience as an executive assistant working in small and mid-sized corporations, as well as permit me to accrue the college credits I need to complete PCC's paralegal cooperative education requirement. I am already proficient at using the 2007 Microsoft Office suite of programs, including Word, Excel, and PowerPoint; I am familiar with the WordPerfect and Lotus Notes programs; and I can type more than sixty words per minute. A sample of my written work product is enclosed.

As you can see from my resume, each of my previous employers required me to perform a wide variety of managerial and administrative support tasks. As a result, I quickly developed the interpersonal and organizational skills necessary to succeed in a dynamic office environment. Working directly with U.S. Pretrial Services Officers and other staff members will give me practical insights into the federal criminal justice system that should prove to be extremely valuable in my academic studies as well as my future career.

If you conclude that the skills I have acquired through my education and experience would be an asset to your office, I would welcome the opportunity to serve as a part of the federal court system. Please contact me, at your convenience, if I can provide any other information that would be helpful to you in evaluating my application materials, or if you would like to schedule a personal interview. Thank you very much for your time and consideration.

Sincerely,

/s/
Job Seeker