

# Jessica L. Ferguson

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Chisholm Chisholm & Kilpatrick LTD  
321 S Main St #200  
Providence, RI 02903

To whom it may concern,

As an enthusiastic and ambitious Paralegal, the Paralegal posting with Chisholm Chisholm & Kilpatrick LTD piqued my interest. When reviewing your firm's job requirements, I was excited to see that your needs and mission, just as the position's responsibilities and duties, will be a great step in my career.

I will be completing my Bachelor's degree in Communications from Embry-Riddle Aeronautical University in 9 weeks. I believe that my degree, along with three years of work experience with a law firm, has prepared me to be successful litigation Paralegal and the perfect fit for your team.

In my current position for Keech Law Firm, I draft pleadings, engagement letters, correspondences, affidavits and deeds, and bankruptcy schedules daily to support the firm's objectives and growth. Likewise, I assist in administrative duties for the firm, including making phone calls, copies, and schedules.

I bring a set of talents that I believe will be valuable to Chisholm Chisholm & Kilpatrick LTD. I have honed my skills as a Paralegal over the last three years, providing a solid foundation for the job position. My organizational strength, people-centric nature, and eagerness to please have granted me excellent and interpersonal and communication skills.

Please review my resume for a deeper look at my work history and accomplishments. I look forward to discussing how my traits and capabilities, and work history fit your Paralegal role.

Thank you for your time and consideration.

Sincerely,  
Jessica Ferguson