



LISA BELL

CONTACT

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239-692-0246

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Dear Sir or Madam,

I am writing to apply for Paralegal positions that you may have available within your office or satellite offices. I am a recent graduate from Florida Southwestern State College, having received my Associates in Paralegal Studies and Real Estate Certificate for Paralegal Studies. I am also a member of the Southwest Florida Paralegal Association, National Association of Legal Assistants, and an honorary member of the National Honor Society in Paralegal Studies/Lambda Epsilon Chi.

I have excellent written and oral communication skills, knowledge in assessing a client's case circumstances and determining how the law may apply to their case, prepared legal memorandums and documents for filing, and. I hope that an opportunity with your firm will allow me to utilize the skills I've learned and to increase them in a way that will assist me in becoming a better Paralegal.

I would very much like to discuss opportunities with you. To schedule an interview, please call me at 239-692-0246 or email me at lagangel15@gmail.com. The best time to reach me via phone is between 8:00 am and 5:00 pm, but you can leave a voicemail or email me at any time and I will return your message.

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincerely,

Lisa Bell

Enclosure: Resume