

Dear Ms. Babb,

Please accept the attached resume as my formal application for the Legal Assistant position at KR&W posted on DAWGlink (#17200). The position is very exciting to me as I have been looking for a challenging opportunity that would allow me to work in the legal field. I believe that my research projects, education and previous work experience make me a candidate worthy of consideration.

As a senior Psychology major at The University of Georgia, I have conducted multiple research projects, including a senior thesis. These projects required that I take large amounts of complicated information and extract the most relevant pieces; a skill that I know will benefit me as a legal assistant. Throughout my time at the university, I have also held multiple part-time jobs and have been involved in numerous leadership activities. My ability to balance these opportunities while maintaining a 3.6 GPA is evidence of my capacity to handle many things at once; a skill that I would look forward to transferring into the Legal Assistant role.

I look forward to speaking with you, and will call within the next week to answer any questions you may have. Thank you for your time and consideration.

Sincerely,

Jillian R. Gates
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