

First Last

Paralegal

4567 Main Street
City, State 98052
(718) 555-0100
robin.zupanc@example.com
linkedin.com/in/robinzupanc

Dear Adrian King,

Start with a statement about why you are excited about the job you are seeking. Enthusiasm is key, and your personal connection to the role is much more important than flashy words and exclamation marks. Keep it brief and easy to read quickly.

If you feel a second paragraph is needed, touch on areas of the role that interest you. State your desire to learn more, suggest a follow up call or email. Be clear about your respect for busy schedules.

(Here's a tip: be sure to try Word Editor for suggestions on how to make this cover letter the best it can be.)

Sincerely,
Robin Zupanc

Adrian King
Hiring Manager
VanArsdel, Ltd.
123 Elm Avenue
City, State 98052

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