

George Hauck

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Human Resource Manager

Mr. Sam Helton

September 22, 2019

Dear Mr. Helton,

Your Law Firm's Paralegal opening is an excellent match for my qualifications. I'm an organized and detailed individual who meets deadlines and sets priorities with a broad base of knowledge and experience in criminal law and civil litigation.

I equipped with superior communication skills and the capability to successfully act as the liaison between clients, experts and opposing counsel. I'm enterprising personality coupled with eleven years of experience as a paralegal.

Following graduation from Kansas State University with a Bachelor's of Science Degree, I attended LSU's Continuing Studies program in Paralegal Studies. I was awarded Paralegal Student of the Year by the college and received the West Publishing Award for Outstanding Scholastic Achievement. After receiving my certification, I was hired on a full time-basis as a joint legal secretary/ paralegal for a named partner of a local plaintiff's firm, where I was interning. Then my second position was in a general practice law firm which gave me insight and experience in several areas of law.

I have worked at various law firms at prestigious such as Bingham, McCutchen, McGuire Woods, Chapman Glucksman & Dean, Hoge, Fenton, Jones & Appel, Morgan, Lewis & Bockius.

My area of expertise includes reviewing, analyzed and prepared client documents for production, performed On-line research regarding company information for service of subpoenas, drafting motions, briefs, forms, memoranda, summaries, and other legal documents associated with the litigation process and relating to civil and criminal proceedings.

Furthermore, I have assisted in elements of civil litigation, including initiating and responding to claims, gathering and presenting evidence and client counseling.

I would appreciate the opportunity to speak with you more about this position soon, and I invite you to contact me to schedule a meeting with you. Thank you for your consideration.

Yours faithfully,

George Hauck

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