

Andrew Sykaluk

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To whom it may concern:

I am currently pursuing my certificate in Paralegal Studies and will be graduating in May 2024. My previous experience in probate knowledge and the education that I am obtaining will make me a great asset to your team.

I have been an assistant to two lawyers for two years in probate law. In addition, for eight years I was the communication director for a local nonprofit. At Cuyahoga Community College I have developed a basic understanding of paralegal practices and procedures. Additionally, I have the technology knowledge in programs in Microsoft Office (Word, Excel, and PowerPoint) and Graphic Design programs (Adobe Photoshop, Illustrator, and Adobe Acrobat).

My work history and my schooling have given me the required skills to be successful. The attached resume will provide additional information regarding my skill in paralegal studies such as attention to detail, communication in both written and oral, and administration. I am a team player and I strive to do my best.

I would appreciate the opportunity to speak with you to discuss further my qualifications and employment opportunity with your law firm. Given my experience and skills, I believe I would be a great fit to this law firm for this position and would appreciate the opportunity to demonstrate this to you.

Sincerely,

Andrew Sykaluk

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