

November 30, 2020

Monterrey Lawfirm  
4800 W Commercial Dr,  
North Little Rock, AR 72116

Dear Mr Monterrey,

It was with much interest that I learned through Annet Rosas, one of your employees that your Monterrey Lawfirm is currently seeking to fill in a position as a paralegal. I am looking to bring my communication skills with clients in both Spanish and English.

Pertinent experience and skills for this position include:

**Communication.** One of my greatest skills is communicating with clients who speak Spanish and understand them from a cultural standpoint as I am a native Spanish speaker.

**Strong computer skills.** I obtained a minor in information technology at UA Little Rock and I am familiar with Databases, Microsoft Office, Google Docs, HTML, CSS, JavaScript, Photoshop, and WordPress.

**Time management.** With time in school, I have learned how to organize and compartmentalize my time to be effective in everything I am doing.

I would love to find out more about the position and would welcome the opportunity to explore with you how my skills can be an asset to Monterrey Lawfirm. I can be reached at 501 551 3514 or at [ojgomez@ualr.edu](mailto:ojgomez@ualr.edu)

Thank you for your consideration, I look forward to hearing from you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Oscar Gomez', with a stylized flourish at the end.

Oscar Gomez