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April 1, 2004

Stuart J. Goldberg, Esq.
Chair, Personnel Committee
Eastman & Smith LTD
One SeaGate, 24th Floor
P.O. Box 10032
Toledo, Ohio 43699

Dear Mr. Goldberg:

Pursuant to the cover letter and resume I sent in early March, enclosed is my updated resume for a possible paralegal position with Eastman & Smith LTD.

I am a full-time student at the University of Toledo, majoring in Paralegal Studies. I will graduate in May of 2004 with my Bachelor of Science in Paralegal Studies. The Paralegal Studies Program at The University of Toledo is nationally acclaimed and American Bar Association approved. Combined with my experience, I believe that my education gives me the background appropriate for an entry-level paralegal position in your law firm.

In regard to my legal experience, last Summer I completed my internship with the Lucas County Prosecutor's Office. I worked very closely with attorneys from three different departments: the Appellate Division, Civil Division, and Special Crime Unit. In the Appellate Division and Civil Division I drafted legal documents for attorney review, filed legal documents with various courts, and was trained on Westlaw for legal researching. I have a positive attitude and love learning new things. I am also very good at working with people. I believe I would be a great asset to your office.

I am available for an interview at anytime that is convenient for you. You may contact me at 419-535-7889, or by email at sbsmith@yahoo.com.

Sincerely,

Sarah B. Smith

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