

SIMPLE COVER LETTER

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[Today's Date]

[Hiring Manager's Name]

[341 Company Address]

[Company City, State XXXXX]

[(XXX) XXX-XXXX]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

This letter is in regard to my interest in applying for the entry-level paralegal position at [Company Name]. With my skills and qualifications, I am more than capable of providing paralegal support services to protect your company's innovations and intellectual property.

While pursuing an Associate Degree in Paralegal Studies from Southern Community College, I have developed knowledge of intellectual property law. As a member of the Junior Paralegal Club, I was able to stay up to date on all current affairs in relation to corporate law. With an internship at a mid-size law firm I was able to apply this knowledge and gain hands-on experience in the field.

During my internship with The Wachester Firm, I was responsible for:

- The preparation of documents for criminal and civil trials by scheduling and conducting interviews with clients, witnesses, and other lawyers
- Creating and maintaining a paper and electronic litigation database
- In-depth research and analysis of cases on corporate governance and litigation

Together, I believe my educational background and internship experience make me a suitable candidate for the paralegal position at your firm. I have attached my resume highlighting my academic and professional skills, and I look forward to hearing from you in due course. I appreciate your time and consideration.

Sincerely,

[Your Name]

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Roz Combley

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Professional Transitions in Nursing Alister Hodge, Wayne Varndell, 2020-07-25 Written by clinical lecturers Professional Transitions in Nursing provides a practical and accessible guide to the core knowledge and skills required by nurse graduates entering the Australian workforce for the first time Part I focuses on the structure of the Australian healthcare system and the national competency standards The authors examine key issues including ethics law and codes of conduct as well as the leadership team building and communication skills necessary in a constantly changing and high pressure environment Part II outlines the clinical skills and practices a nurse graduate must master including clinical assessment risk management and reporting management plans diagnostics reasoning collaboration with other health professionals and working with patients from diverse backgrounds A special feature is an analysis of issues in Aboriginal and Torres Strait Islander nursing practice The authors also outline health information systems and technologies and how to utilise these most effectively Part III looks at career planning and lifelong learning with advice on applying for a nursing position and continual professional development This is an essential reference for both nursing

graduates and overseas qualified nurses seeking to pursue a career in Australia This text will be of tremendous use to new graduate nurses nurses relocating from overseas and those of us who support these nurses during their transitions The language is easily accessible and important content about everyday nursing practice is discussed in a practical and logical way A particular strength is the use of research to support key points of discussion Professor Andrea Marshall Professor of Acute and Complex Care Nursing Griffith University This book is a must have for undergraduates newly graduated and overseas qualified registered nurses entering the Australian healthcare workforce for the first time Written by experienced nurses the book provides essential up to date information that is presented in an easily accessible way I highly recommend this book Associate Professor Jacqueline Bloomfield Sydney Nursing School University of Sydney For educators supporting student new graduate and international graduate nurses this text will be an important resource and is superbly structured to guide curriculum development and delivery Dr Danny Hills Senior Lecturer School of Nursing and Midwifery Monash University

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