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JRG Partners LLC
6501 Congress Ave.
Suite 300
Boca Raton, FL 33487

Dear JRG:

Please find attached my resume for consideration for applicable Paralegal positions you may have. *I am not in a position to relocate, so I am seeking remote work.*

Currently, I have over four years of experience as a remote estate planning paralegal. I have drafted will plans, but my primary duties consist of opening all new client files, drafting all documents related to funding trusts, drafting all incapacity planning documents, handling all real estate matters, and working on all stages of Medicaid applications, from opening the file to submitting the application. In fact, I am the sole paralegal responsible for working on Medicaid applications for our firm's clients. This is work I particularly enjoy, and I would like to find a position as a Medicaid paralegal. In addition to my experience as an estate planning paralegal, I also have several years of experience as a residential real estate paralegal.

I have a bachelor's degree in English and a master's degree in Library Science/Archives, and excellent communication skills. I thrive at working remotely, and am highly disciplined and motivated. I get up at 5:00 a.m. each weekday to dive into my work. I step up and taken on new responsibilities to keep things running smoothly, and have a good rapport with clients.

Thank you for your consideration. If you have any questions, or wish to speak with me further about potential job openings, please do not hesitate to contact me.

Kind regards,

Jaime L. Hathaway