

*Joseph John Nadler  
10 Holder Place, Apartment 1F  
Forest Hills, NY 11375*

*Email: [jnadler9@gmail.com](mailto:jnadler9@gmail.com)*

*Phone: 718-570-6814*

To Whom it May Concern:

I am 21 year old recent graduate of Bard College (B.A. in Political Science), looking for an entry-level paralegal role. Having spent a considerable time engaged in academic research (including my Senior Thesis), I believe my analytical skills and, my attention to detail and accuracy, are an advantage to a legal practice. In addition, through my college job as an event organizer, I am well organized, able to multitask, and fully proficient with the Office suite of applications.

I consider myself to be open-minded and have a friendly personality. I can work with diverse people and am a team-player.

Having grown up in Japan, I speak conversational Japanese as well as conversational Spanish.

I am located in the Greater New York area and can easily travel throughout the city if commuting is necessary.

Hoping that you view this application with favor.

Yours sincerely,

Joseph Nadler