

Gina Turcotte

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Garmey Law
482 Congress Street, Suite 402
Portland, Maine 04101

RE: Litigation Paralegal position

To Whom It May Concern,

Your online job post for a Litigation Paralegal instantly caught my attention because it very closely describes the position I am seeking and requires qualifications I have. Upon review of your website, I was very pleased to see your team members also embrace similar ideals as I do – integrity, empathy and compassion.

Since January 1, 2019, I have worked as a litigation paralegal for Jed Davis, Esq. and staff of 4 associate attorneys at Jim Mitchell and Jed Davis, P.A. in Augusta. I am fully self-employed as an IRS-1099 contractor and have Jed's support to seek extra work to supplement my current work. As Jed is nearing the end of his legal career in coming years, I am also seeking employment opportunities for that future transitional period. Please see the attached letter of reference from Jed Davis.

I currently work 100% remotely from my Sidney home, my normal billable hours are in the range of 70-90hrs/week, and sometimes over 100hrs if the caseload demands. I am seeking an additional litigation paralegal position that allows me to work 100% remote, except for attending client meetings, hearings, etc. I have found that I conduct research and write best at night when the rest of the world is sleeping.

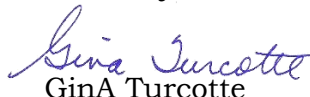
I have a complete home office setup with high speed internet, video conference equipment, printers, scanners, and other office equipment. Because I love law and helping people, and I have few extracurricular activities, I work as many hours as work demands and will continue to do so.

My ideal job will allow me to partner with a good-hearted attorney to manage his/her heavy caseload, learn new things every day and expand my legal skills. My career goal is to establish myself as a litigation paralegal for a reputable law firm whose concern for clients' health and well-being is always paramount. I consistently and frequently earn praise from Jed and his clients for my work, and will do equal quality work for attorneys at Garmey and its clients if I have the opportunity.

Attached you will find my resume with a more detailed summary of my skills and qualifications. After your review, I would appreciate an opportunity to discuss how I can contribute to and become part of your team.

To arrange a meeting, please email me at the address above. I look forward to hearing from you.

Sincerely,


Gina Turcotte