

January 2, 2025

Ms. Julie Smith, Manager  
Human Resources Department Digital Solutions  
700 Morse Road, Suite 201  
Columbus, OH 43214

Dear Ms. Smith,

I am writing to express my interest in the Legal Research Assistant position. With a proven track record in leadership, research, and organization, I am eager to support your team's legal initiatives. My diverse academic background and hands-on experience in research, event coordination, and communication uniquely equip me for this role.

As Parliamentarian for Business Professionals of America and Secretary for Health Occupation Students of America, I honed my skills in event planning, document drafting, and critical analysis. Organizing the Mission Early College High School Fall Festival and participating in speech and debate have further developed my analytical and persuasive communication skills.

Serving on Congresswoman Veronica Escobar's Youth Advisory Council, I analyzed legislation and proposed solutions, sharpening my policy research abilities. Currently pursuing an Associate of Arts at El Paso Community College with a 3.9 GPA and leading my high school class with a 4.97 GPA, I am committed to academic excellence. My bilingual fluency in Spanish positions me to effectively contribute to diverse legal environments.

I am inspired by the law field's dedication to thorough research and attention to detail. I am confident my skills align with your needs and would welcome the opportunity to bring my research proficiency, leadership, and passion for law to your team.

Thank you for considering my application. I would be thrilled to discuss how my background can support your firm's success. Please feel free to contact me at (915)342-0531 or [Analucianunez418@gmail.com](mailto:Analucianunez418@gmail.com)

Sincerely,  
Ana Nunez