

# BRENDA A. HORTON

313 Applewood Dr., Lockport, NJ

(716) 998-4418

[brendahorton@live.com](mailto:brendahorton@live.com)

## PARALEGAL | LEGAL ASSISTANT

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May 27, 2015

RE: W30361: Paralegal/Legal Assistant I position

For more than 15 years, I have excelled in a variety of legal roles because of my excellent written and oral communication skills, legal knowledge, use of legal research tools, and solid technology background. Additionally, I'm tactful, detail-oriented, and experienced with organization and management of documents. Consider:

- Patient problem-solver with team building skills.
- Superior technology skills, including troubleshooting hardware and software.
- Advanced Paralegal Certification.
- Litigation experience.

I am a hands-on business professional with a record of excellence, loyalty, and perseverance throughout my career. My company's decision to close my office is the reason for my current search. My record as outlined on the attached resume shows what I have accomplished; I'm confident I can do the same as your Paralegal/Legal Assistant. I would welcome a personal interview at your earliest convenience.

Sincerely,

Brenda Heaton