Jannia V Cabarcas Ruiz

9146895767 / jannivane@hotmail.com

Ossining, NY. 10562

June 17, 2026

Hiring Team

Subject: Application for Immigration Paralegal/Business Relationship Manager Position or Any position available to prove my worth

Dear Hiring Manager/ Team

I am writing to express my strong interest in the Immigration Paralegal position or any other position available at your firm. With 10 years of experience specializing in Special Immigration Juvenile Status, Family-Based petition, Humanitarian Immigration Law, U Visas, T Visas, Consular Process, Unlawful Presence Waivers, Parole In Advance, Parole in Place, Adjustment of Legal Status, and Defense Against Deportation Cases with a deep understanding of USCIS regulations, and a commitment to providing empathetic client service, I am confident in my ability to support your legal team seamlessly.

In my previous role at Segreto Law Offices, P.C, I managed a high-volume caseload of Special Immigration Juvenile Status, specific case types, e.g, I-130, I-485, I-601A, or asylum applications. I successfully guided corporate and individual clients through complex immigration processes from initial intake to final submission.

My core strengths align closely with the requirements for this role:

- **Case Management & Compliance:** Efficiently drafted and assembled comprehensive petition packages, ensuring strict adherence to shifting USCIS and Department of Homeland Security Administration guidelines, resulting in a 95% or higher approval rate.
- **Client Relations:** Served as the primary point of contact for diverse clientele, translating complex legal concepts into accessible terms and providing timely updates that minimized client anxiety.
- **Detail Orientation & Speed:** Managed rigid filing deadlines and handled Requests for Evidence (RFEs) under tight timelines without compromising document accuracy.

I am particularly drawn to your firm because of your reputation for delivering the best results for each client, your specific achievements of the firm, your culture, and the practice area that will allow me to excel. I am eager to bring my technical skills, proactive work ethic, and passion for immigration advocacy to your team.

Thank you for your time and consideration. I welcome the opportunity to discuss how my background and skills can contribute to the continued success of your firm.

Sincerely,

Jannia V. Cabarcas Ruiz