

Amy Chen

(617) 555-7891 • mchen@bu.edu

Local Address: 17 Hillview Road, Apt 8, Watertown, MA 12345

Permanent Address: 38 Main Street, Madison, WI 54627

Position:

1L Summer Associate

Employer Type:

Small-Midsize Law Firm

Required Qualifications:

The ideal candidate should have strong geographic ties, be self-motivated, with strong writing and communication skills and great attention to detail.

April 7, 2016

Robert Smith, Esq.
Smith, Bradley & Carter
Three Center Plaza, 8th Floor
Chicago, IL 12345

Dear Mr. Smith:

I am a first-year student at Boston University School of Law, and I am writing to express my interest in a summer associate position with Smith, Bradley & Carter. I am originally from Wisconsin with an undergraduate degree from a Minnesota college. I am particularly interested in your firm because of its ideal Midwest location, sophisticated work and client-centered focus.

My law school training thus far has prepared me well to be a summer associate. In particular, I have developed strong legal research and writing abilities and sharp analytical skills as a student in BU Law's rigorous legal research and writing program. I also learned valuable negotiation and client counseling skills through my work in the first-year lawyering lab and as a student volunteer with the Volunteer Lawyer's Project Attorney-For-The-Day Program in Suffolk County Housing Court.

In addition to my academic work, I developed valuable skills and experience in the positions I held prior to law school. As a Corporate Finance Analyst at Bankgroup, I learned the importance of paying close attention to detail while analyzing financial plans, forecasts and results and maintaining an extensive database of information. These skills were also essential to my work as a marketing researcher at Adams, West and Reed LLP, where I developed and helped implement a new marketing strategy for the firm. Through this work and my prior employment experiences at financial institutions, I learned how to work both independently and as part of a team while gaining a deeper understanding of my employers' business and legal needs. I am excited to put this knowledge and my other skills to use as a summer associate at your firm.

I welcome the opportunity to discuss further the possibility of a summer associate position at your firm. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Amy Chen