

FIRST YEAR SAMPLE

Joshua S. Silverstone
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Joanne Angelou, Esquire
Hiring Partner
Dewey, Snerd & Angelou, LLC
6822 Delaware Avenue
Wilmington, DE 19722

(Insert date here)

Dear Ms. Angelou:

When reviewing the information on your website regarding your summer program I was particularly interested in the opportunities for legal research and writing. I have excelled in my legal writing classes and am confident that I could make a positive contribution to your practice. I was referred to you by Mr. Joseph Bush of your firm, and am currently a first year student at Widener University School of Law.

As my attached resume indicates, my work background has allowed me to develop numerous job skills applicable to the legal world. As a waiter and later manager for McGlynn's Pub in Wilmington, I experienced a high-pressure work environment where I was required to balance competing priorities and keep customers happy while watching the pub's financial bottom-line. I am also working part-time as a telemarketer for a local credit card company. This position has allowed me to develop my communication and problem-solving skills, which will help me as your summer intern.

I am confident that my academic and work experiences would allow me to add value to your firm if given the opportunity. I look forward to hearing from you and thank you for your consideration. Please contact me at (302) 555-9842 or via email at josh_silrock@hotmail.usa.

Sincerely,

Joshua S. Silverstone

Attachment