

SECOND YEAR SAMPLE

Kaneesha C. Washington

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Lawrence H. Schwartz, Esquire
Schwartz and Associates
The Riddick Building, Suite 86015
2400 John F. Kennedy Parkway
Philadelphia, PA 19103

(Insert date here)

Dear Mr. Schwartz:

Your website mentions that your firm represents plaintiffs in products liability and medical malpractice matters. I am very interested in these areas of practice and would greatly appreciate the opportunity to positively contribute to the work at your firm. I am currently a second year law student at Widener University School of Law and would like you to consider me for your summer clerkship position as advertised through my Career Development Office.

As my attached resume demonstrates, my background includes a variety of experience that is relevant to your litigation practice. Last summer, I served with the Bureau of Consumer Protection at the Pennsylvania Office of the Attorney General. That position allowed me to perform a variety of tasks, including legal research, writing memoranda of law, counseling consumers on products liability issues and negotiating settlements with business owners. In addition, my work as a Emergency Medical Technician (EMT) for the past six (6) years has taught me how to balance my priorities and gave me the valuable people skills which I developed further while working for the Attorney General. My EMT experience also exposed me to legal issues related to healthcare, including medical malpractice.

I am confident that my work with the Attorney General has prepared me to contribute to your products liability practice, while my EMT experience will serve you well in the analysis of medical malpractice matters. I look forward to hearing from you and thank you for your consideration. Please contact me at (302) 5556721 or via email at kaneeshdub@centric.com.

Sincerely,

Kaneesha C. Washington

Attachment