

## THIRD YEAR SAMPLE-FIRM

**Jane R. Green**

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Jonathan F. Gold, Esquire  
Senior Partner  
Silver, Gold & Platinum LLC  
416 Legal Way, Suite 411  
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(Insert date here)

Dear Mr. Gold:

I met your colleague, Janice Emerald, at local bar function, and she recommended I contact you immediately regarding an open associate attorney position with your firm. After reviewing your website, I was excited to read about your successful Criminal Defense practice. I have a strong interest in criminal defense work and have discussed my relevant experience below. I am currently a third year student at Widener University School of Law (WUSL) and am on schedule to graduate this May.

As my attached resume indicates, I have had two valuable internships as a WUSL student. After my first year I was fortunate enough to be selected as a summer intern with the Delaware Attorney General's office. This experience allowed me to observe every step of the criminal justice system and also provided me with practical experience drafting legal orders and memoranda. My second summer internship was with the United States Army's Judge Advocate General Corps. It was here where I assisted in Courts-Martial and drafted briefs on behalf of the United States of America. My exposure to the prosecution of criminal cases for the State of Delaware and The United States Army has provided me with a valuable and strategic perspective on criminal defense work, which will be of benefit to you in your practice.

I look forward to hearing from you and thank you for your consideration. Please contact me at your convenience at (302) 454-2252 or via email at [jrg@yahoo.com](mailto:jrg@yahoo.com).

Sincerely,

Jane R. Green

Attachment