

Government

[Your Name]
1125 Virginia Ave., NW
Apt 223
Washington, D.C. 20037

July 16, 2008

Ms. Paris Hilton
New York City Law Department
Legal Recruiting Coordinator
25 Chambers Street
New York, NY 10022

Dear Ms. Hilton:

I am a rising second-year law student at The George Washington University Law School and am interested in a summer position with the New York City Law Department. My career goal is to work in government and this position would allow me to apply my dedication to public service and my excellent legal skills to the Department's important work.

I am particularly interested in the New York City Law Department because of its dual role as litigator and legal advisor for the city. My professional work experience and academic background are well-suited to the types of matters the Department handles. For example, while working in the office of the United States Attorney at the Department of Justice, I conducted legal research and wrote memoranda on various issues including criminal procedure, evidence and sentencing guidelines. Additionally, I analyzed trial records and investigated reports to determine whether to prosecute alleged drug offenders. I attended all hearings and observed, participated and supported the AUSA during motions and criminal trials. In law school, I have taken Evidence and Criminal Law, and in the coming semester I will take both Criminal Procedure and The Role of the Federal Prosecutor, a course taught at the Justice Department. I have also participated in the Mock Trial Board Competition and the Moot Court Competition, in which I briefed and argued the issue of _____.

I am set on a career as a government lawyer and eager to further develop my skills in this area. I would welcome the opportunity to meet with you in person to discuss my qualifications in greater detail. Thank you for your consideration.

Sincerely,

Student Signature

Student Name

Enclosure

Firm

[Your Name]
2000 New York Ave., NW
Apt 34D
Washington, D.C. 20037

July 16, 2008

Ms. Brittney Spears
Case, Brief & Memo LLP
Legal Recruiting Coordinator
1 Pennsylvania Avenue
Washington, DC 20006

Dear Ms. Spears:

I am writing to apply for a summer associate position at Case, Brief & Memo LLP. I am a second-year student at The George Washington University Law School and a 2006 *magna cum laude* graduate of the University of Pennsylvania. I am particularly interested in your commercial real estate (or other) practice and have been following the recent (name of case/deal/transaction) in (relevant publication).

Prior to attending law school, I gained experience working as a legal assistant in a mid-size real estate firm. While there, I had the opportunity to assist lawyers in drafting purchase and sale agreements, reviewing titles and conducting a complete survey review. I was able to provide support to lawyers in preparing for closings of acquisitions and dispositions of commercial real estate. Last summer I was an intern in the U.S. Department of Housing and Urban Development, which provided me with hands-on work experience and a broader perspective on how HUD services the community.

I am intent on taking the skills and knowledge that I have gained through these experiences and applying them to the work of Case, Brief & Memo LLP. I have enclosed my resume for your consideration, and I look forward to hearing from you. If there is any further information you require, please do not hesitate to contact me.

Sincerely,

Student Signature

Student Name

Enclosure

No Relevant Experience

[Your Name]
2000 Connecticut Ave., NW
Apt 11B
Washington, D.C. 20016

July 16, 2008

Ms. Martha Washington
United States Department of Justice
Legal Recruiting Coordinator
12 Independence Avenue
Washington, DC 20006

Dear Ms. Washington:

I am a first-year law student at The George Washington University Law School and am very interested in working next summer as a Legal Intern in the United States Department of Justice. My career goal is to become a criminal prosecutor and I believe that working in your office would provide me with invaluable and rewarding experience in this regard.

As a Legal Intern, I will build on the skills I developed over the past three summers as Head Manager at Westbrook Swim Club. In this position, I oversaw a staff of 15 lifeguards and had responsibility for the safety of over 150 members. As Head Manager, I interacted closely with members and lifeguards, which sharpened my interpersonal skills and motivational abilities – essential qualities for a practicing attorney. My experience during my first-year in law school has also prepared me for a position as a Legal Intern at Justice. For example, I especially enjoyed Criminal Law and received an A in the course. In addition, I participated in the Moot Court Competition in which I briefed and argued the issue of _____ and was invited to become a member of the Moot Court Board.

I am eager to make a contribution to the important work of the United States Department of Justice and hope to meet with you in person to discuss my qualifications in greater detail. I can be reached at (____) ____-____ or tmardi@law.gwu.edu. Thank you for your consideration.

Sincerely,

Student Signature

Student Name

Enclosure

Judicial Internship

[Your Name]
200 8th Street, NW
Apt 4A
Washington, D.C. 20006

July 16, 2008

The Honorable Paul Abdul
12 Constitution Avenue
Washington, DC 20004

Dear Judge Abdul:

I am a first-year law student at The George Washington University Law School and I am interested in obtaining an internship in your chambers for the summer of 2009. Working in your chambers will allow me to gain experience in a courtroom setting and interact with legal professionals on a daily basis.

I am well-prepared to assist you in legal research and writing, as well as other tasks, having received a High Pass in Legal Research and Writing and in Legal Advocacy this year. Currently, I am participating in both the Moot Court Competition and the Mock Trial Competition, in which I briefed and argued the issue of _____. I am eager to enhance my hands-on experience through working as a judicial intern and excited about the prospect of working in your chambers.

I would welcome the opportunity to meet with you and discuss my qualifications in greater detail. I have enclosed my resume for your review. If you require any further information, please do not hesitate to contact me. I can be reached at (____) ____-____ or tmardi@law.gwu.edu. Thank you for your consideration and I look forward to hearing from you soon

Sincerely,

Student Signature

Student Name

Enclosure