

Cover Letter For Internship Law

Jane Doe

123 Main Street

Boston, MA 02108

janedoe@example.com

(123) 456-7890

August 1, 2024

Mr. John Smith

Hiring Manager

Smith & Associates Law Firm

456 Elm Street

Boston, MA 02109

Dear Mr. Smith,

I am writing to express my interest in the Summer Legal Intern position at Smith & Associates Law Firm as advertised on your website. I am currently a second-year law student at Harvard Law School, and I am eager to apply my academic knowledge and skills in a professional setting. This internship presents an exciting opportunity for me to contribute to your team while gaining practical experience in corporate law.

During my studies, I have developed a strong foundation in corporate law, contract law, and legal ethics, which I believe will enable me to make a meaningful contribution to your firm. My coursework has equipped me with a thorough understanding of legal principles, analytical thinking, and effective communication skills. Additionally, my involvement in the Harvard Law Review and the Student Bar Association has further honed my abilities in legal research, writing, and teamwork.

I am particularly drawn to Smith & Associates Law Firm because of your firm's outstanding reputation for excellence in corporate law and your commitment to client

service. I am impressed by your firm's work on high-profile mergers and acquisitions and your dedication to pro bono work, and I am eager to learn from and contribute to such a distinguished team.

During my previous internship at Boston Legal Aid, I gained hands-on experience in legal research, drafting memoranda, and assisting with client interviews. I successfully helped prepare case summaries and participated in strategy meetings, which has prepared me to take on the challenges and responsibilities of this internship. I am confident that my dedication, work ethic, and passion for the law will make me a valuable asset to your team.

I am excited about the opportunity to further discuss how my background, skills, and enthusiasm align with the goals of Smith & Associates Law Firm. I have attached my resume for your review and would welcome the chance to speak with you in more detail. Thank you for considering my application. I look forward to the possibility of contributing to your esteemed firm.

Sincerely,

Jane Doe