SAMPLE COVER LETTERS AND NETWORKING LETTERS FOR GRADUATES

Prepared by the Office of Career Services

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Northeastern University
School of Law

SAMPLE NETWORKING LETTERS

Pages 2 - 5

GRADUATE
320 HAVERFORD STREET ■ PHILADELPHIA, PA 88410
215.429.7936 ■ graduate@yahoo.com

March 10, 2---

Michelle R. Woesner, Esq.
Collins, Woesner & Porter
125 Mullbery Street, Sixth Floor
Philadelphia, PA 84026

Dear Ms. Woesner:

Sophie Starrett recommended that I contact you. She has described your firm as a dynamic environment in which to do important plaintiff-side work and a good fit for fellow graduates of Northeastern with public-interest leanings. Having recently returned to Philadelphia after completing a federal clerkship, I would be very interested in speaking with you about either doing contract work or securing an associate position.

Beyond the intensive research and writing that traditionally comprise a clerkship, this past year I had the extra challenge of working with a judge who had been on the bench for less than two years. Having no "boilerplate" decisions available, each project I worked on was novel to the chambers and required wholly original writing and analysis. Because of this, I emerged from this demanding experience with the ability to get quickly and independently up to speed on complex projects involving issues and materials largely unfamiliar to me.

In addition to developing my research and writing abilities, I gained broad experience communicating with and representing clients during a six-month tenure at Greater Boston Legal Services. This in many ways built on client skills I cultivated while running my own catering business prior to law school. Both positions required me to conduct extensive negotiations with and on behalf of my clients, and reinforced lessons of persistence and patience.

I have been admitted to the state bar of Massachusetts, and recently sat for the February Philadelphia bar exam. I would appreciate the opportunity to meet with you to discuss the work your firm is currently handling, and how I might contribute to those efforts. Thank you in advance for your consideration.

Best,

Graduate

2 Stage Way
Roslindale, MA 02112

July 7, 2---

Scott H. Sherman, Esq.
Enter & Tainment, LLP
1000 W. Hollywood Blvd
Los Angeles, CA 90026

Dear Mr. Sherman:

I am contacting you because I intend to relocate to the Los Angeles area within the next few months to pursue my long-standing interest in entertainment law. I am writing to see if you would be willing to speak with me over the telephone to give me some advice and a sense of the legal job market in Los Angeles in this area of law. I am currently a corporate attorney at a large law firm in Boston, Massachusetts, where I enjoy the people I work with but find that I am not satisfied or challenged by the substance of my day-to-day work. I am very interested in licensing, distribution, and contract negotiation, as well as the development, production and enforcement of intellectual property assets and rights.

I firmly believe that a passionate lawyer is a successful lawyer. I seek to share my passion for the entertainment industry and the law with a firm that is equally dedicated to bridging the gap between the creative and business worlds. I am very hard-working and ambitious and believe I have particularly strong client skills. One of the most important things I have learned from my current job is the significance of developing and maintaining client trust and loyalty. My goal is to create opportunities for individuals and corporate entities to work as a team, to expand and grow to their fullest potential, and ultimately to thrive in today's marketplace.

I am available to speak with you at your convenience to discuss my interests and qualifications in detail. I can be reached at 617-442-1190. Thank you for your time.

Warmest regards,

Graduate

4567 Small Street
Medfield, MA 02223

November 10, 2---

Joseph Ross, Esq.
Roberts, Davidson & Hart
601 Main Street
Medfield, MA 06511

Dear Mr. Ross:

Maryann Garrison informed me that you would be interested in reviewing my resume and writing sample. I have enclosed these materials for your consideration.

As my resume indicates, I have over six years of experience in immigration law, including two years working at Connecticut Legal Services in the Immigration Unit. I have been a member of the American Immigration Lawyers Association for many years. Your name is familiar to me because a number of years ago, I attended a workshop at an annual AILA conference in which you were a panelist.

I have taken some time off from working over the past few years because I had to take care of some family and personal matters. During this time I relocated to Massachusetts. I am very excited about getting back into the workplace and I very much appreciate your interest in speaking with me. The best way to reach me is on my mobile phone; the number is (123) 456-7890. I look forward to hearing from you.

Sincerely,

Graduate

Enclosures

To: emmaployment@rcn.com

cc:

bcc:

Subject: I would like to meet with you

Dear Emma-

I am a 1998 graduate of Northeastern Law School and am writing to you as a fellow NUSL graduate and member of NELA to see if you would be willing to speak with me about your firm and your employment practice.

My husband recently accepted a position in Washington, DC and we will be moving from Massachusetts to DC at the end of January. I have been practicing plaintiff-side employment law in Massachusetts for the past five years. After a year of working as a contract attorney for the MCAD, I joined the firm of Pressberg & Hillman where I continue to work as an attorney primarily representing individuals in employment discrimination matters.

I have been very happy doing this work and am looking to move to a similar setting in the DC area. I have family members in DC and have spent a significant amount of time in the area, but am unfamiliar with the legal landscape and thought that you might be able to give me some career guidance as I seek to make this transition.

I will give you a call after we move to see if we can arrange for a time to meet. In the meantime, if you would like to contact me, I can be reached at this e-mail address or at my home or work phone numbers (h: 781-235-5186; w: 617-373-3142.)

I look forward to meeting with you.

Graduate

SAMPLE COVER LETTERS

Pages 7- 18

128 Adams Circle
Quincy, MA 02741

November 25, 2---

United States District Court Clerk's Office
Attn: Human Resources
John Joseph Moakley United States Courthouse
1 Courthouse Way, Suite 2300
Boston, MA 02210

To Whom It May Concern:

Please consider this application for the Pro Se Staff Attorney position, Announcement # PSA-11/--. I graduated from Northeastern University School of Law this past May. Through Northeastern's Cooperative Legal Education Program, I gained significant exposure to a broad range of legal issues. I am interested in this position because one of my internships was with U.S. District Court Judge Patti Saris. It was a particularly challenging and rewarding experience where I enhanced my skills and gained valuable insight into the judicial process. During that internship I had the experience of preparing for a maritime pro se case being tried before the judge. I had the opportunity to consult with the Pro Se Staff Attorney who was extremely helpful and I learned what an important service the office provides to the public.

My other legal internships were with the Office of the General Counsel at Boston University, Dwyer & Collora, and the Massachusetts Attorney General's Office Fair Labor & Business Division. All of these experiences were opportunities for me to refine my research, writing and advocacy skills. My internship evaluations show my ability to work independently, as well as part of a team, and my thoughtful approach to varied issues.

In addition to the legal training and law-related work experience, I possess a Masters of Science in Public Policy and have over ten years of varied professional work experience. I am confident that my legal training and work experience combined with my internship experiences will enable me to be an effective contributor to your busy office.

My resume is attached for your review. I would be happy to provide you with any additional materials that you require. I look forward to hearing from you soon.

Very truly yours,

Graduate

33 Star Street
New York, NY 10015

October 2, 2___

Jason Sturges, Executive Assistant
New York Commission Against Discrimination
20 Jay Street, 8th Floor
New York, NY 10006

Dear Mr. Sturges:

Robert Jones informed me of the position available in your office. I am applying for the Hearing Officer Law Clerk position, as described in Job Vacancy Number 123-05. I believe that my strong legal research and writing skills and my varied experiences would be a great asset to your agency. Currently, I am a staff attorney with the San Francisco Commission on Human Rights.

The San Francisco Commission is empowered to enforce the city's anti-discrimination laws. Since I joined the Commission in October 2---, I have been conducting factual investigations into the claims made by complainants. If my investigation reveals that there is a strong probability that a violation of the law occurred, I prepare the case for an administrative hearing at an agency similar to the New York Commission Against Discrimination.

As noted on my resume, my varied internship experiences have exposed me to a wide spectrum of cases and issues, much like the myriad types of cases and situations that a law clerk at your agency may encounter. I have played the role of advocate, investigator and impartial hearing officer (when I worked for three months full-time as a judicial intern for a state trial court during law school). I very much enjoyed being in the position of weighing competing arguments and drafting decisions.

Thank you for your time and consideration. I look forward to speaking with you at greater length about my qualifications. In the meanwhile, please contact me at 646-111-2222 if you require any further information.

Sincerely yours,

Graduate

Enclosures

2112 New Hampshire Ave., NW, Apt. 1014
Washington, D.C. 20009

April 27, 2____

Ms. Rita Tyre
Assistant Director of Government Relations
American Civil Liberties Union
3333 Massachusetts Ave., NW
Washington, D.C. 20036

Dear Ms. Tyre:

I am writing to enthusiastically submit my application for the Legislative Affairs Manager position at the American Civil Liberties Union (ACLU). I would welcome the opportunity to join the efforts of the ACLU in protecting the civil liberties, civil rights and sexual freedom of all Americans. It is particularly important, under the current administration, for the civil liberties/civil rights community to mount an aggressive and effective strategy involving public education, lobbying, protective legislation, and grassroots advocacy. I would be honored to help the ACLU in this effort. I believe that my resume not only demonstrates my passion for and commitment to social justice and equal rights, but also shows that I would be a highly effective Legislative Affairs Manager for the ACLU.

I am currently employed as the 2--- Law Fellow at Trial Lawyers for Public Justice (TLPJ). As a fellow at the TLPJ, I use my legal and non-legal research skills, analyze complex legal issues under pressure, and effectively serve as a public policy advocate. I also participate in strategic planning meetings. Two evenings per week, I am providing *pro bono* legal services at the Johnson Legal Clinic where I assist persons living with HIV and AIDS. I have additional relevant experience that I gained through four, three-month, full-time internships I completed during law school. These internships were with a legal services organization, a federal judge and two non-profit advocacy organizations.

I am particularly excited about this opportunity with the ACLU because of the nature of the work as well as the work environment. I am aware of your office's commitment to diversity. On a personal note, I have benefited tremendously, both professionally and personally, from my employment with organizations that have a diverse staff and client constituency. I believe wholeheartedly that the most effective results stem from a staff whose diverse makeup mirrors that of the population it is designed to serve. I thrive from close collaboration with others who share my passion for social justice and equality, and welcome the opportunity to join one of the most diverse workforces in the progressive community.

If selected for this position, I would be honored to be part of the ACLU's efforts to protect civil rights/liberties. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Graduate

21 Callas Street, Apt. 4
Somerville, MA 02101

July 20, 2---

Steven Morgan
Morgan & McGuire, LLP
240 Lockwood Street
2nd Floor
Hartford, CT 10101

Dear Mr. Morgan:

I am writing you to inquire about associate positions with Morgan & McGuire. I am admitted to practice in Massachusetts and am planning to take the July 2--- Connecticut bar exam. I am currently working as a judicial clerk for the Massachusetts Superior Court through August 2--- and intend to relocate to the Hartford area by the end of the summer.

I graduated from Northeastern University School of Law in May 2--- and through Northeastern's Cooperative Legal Education Program ("Co-op"), I obtained the equivalent of one full year of practical legal experience in diverse settings. I had the opportunity to work in the litigation departments of a medium and large law firm, in the in-house legal department of a corporation and as a judicial intern for a Massachusetts Superior Court judge. I also worked part-time during law school for Sovereign Bank on corporate privacy issues. Through these experiences, I strengthened my research and writing skills and was exposed to a broad range of issues, which included patent and trademark, insurance defense, unfair and deceptive business practices and food products liability and regulatory issues related to new corporate privacy laws and regulations. At some of my co-ops and in my part-time position, I was given a great deal of responsibility, and my work had a significant impact on the outcome of the cases.

The breadth of my legal experience would make me a good fit for the diverse needs of Morgan & McGuire and would allow me to take on significant responsibility right away. My salary requirements are in the high $40,000 to low $60,000 range. I would welcome the opportunity to schedule an interview with you at your convenience. Please feel free to contact me with any questions and thank you for your time.

Yours truly,

Graduate

Enclosure

123 Hopkins Street, Apartment 103
Boston, Massachusetts 02109

November 13, 2___

Attn. Hiring Partner
Dorsey & Rappaport, LLP
600 Atlantic Avenue
Boston, Massachusetts 02210

Dear Hiring Partner:

Please accept the enclosed resume as my application for an associate position at Dorsey & Rappaport beginning in September, 2004. I graduated from Northeastern University School of Law in May 2____ and am currently serving in my second year as a law clerk to the Honorable Roger F. McIntosh in the Massachusetts Appeals Court.

I am excited to learn that Dorsey & Rappaport is accepting applications for associate positions because your firm's practice areas and the profiles of your associates and partners reflect my own interests and experience. I would like to work in a small firm with an active employment practice and a reputation for litigating significant and complex civil and criminal cases. Through Northeastern's Cooperative Legal Education Program I sought opportunities to work on diverse issues in a variety of settings. I interned at the Employment Discrimination section of the U.S. Department of Justice, Civil Rights Bureau, the federal district court, a small litigation firm, and for a General Counsel to a non-profit organization. My experience as a law clerk in the Appeals Court has provided me with the opportunity to continue to improve my legal writing and analytical skills as well as gain significant exposure to areas of the law which your firm practices – administrative, criminal, and civil.

I am also interested in working at Dorsey & Rappaport because your associates and partners have consistently demonstrated support for civic involvement and participating in bar-related activities. I am currently a member of the Boston Bar Association's New Lawyers Section Steering Committee and was active in other community organizations during the five years I was Executive Director of a social service agency before attending law school.

My clerkship, internships, and professional experience prior to law school have helped me decide how I want to use my law degree. I feel that Dorsey & Rappaport is the type of firm in which I would like to practice and that I would bring relevant experience, interests and great enthusiasm. I hope that, after reviewing my resume, you will consider me for an associate position. Thank you.

Sincerely,

Graduate

Enclosure

20 Bowdoin Street
Boston, MA 02114
617. 337. 4218

February 15, 2---

Professor Thomas Smith
Syracuse University College of Law
Syracuse, NY 13244

Dear Professor Smith:

Please accept this letter and the enclosed supporting materials as my application for a Research and Writing Instructor position for the academic year commencing in September 2---.

Since September 2---, I have served as law clerk to U.S. District Court Judge Alice Applewhite of the U.S. District Court for the District of Massachusetts. At the time I accepted this position, I was in my sixth year of litigation practice. Despite my successes in that arena, I wanted an opportunity to serve the public as an attorney and to devote more time to research and writing. I was fortunate to be given that chance by Judge Applewhite, and I have continued happily in her service for more than three years. Although I truly love my work and the challenges it presents, as well as life in New England, I am returning to Syracuse to be closer to my family.

I am extremely interested in transitioning to academia. While in law school, I served as a Teaching Assistant and then later as a Head Teaching Assistant, where I was responsible for instructing first year students in legal writing and oral advocacy. I have co-authored two law review articles on the impact of the ADA on HIV-related illnesses. I also have extensive experience supervising law students. I served as the internship supervisor during my tenure at Sotheby's law firm and oversaw the work of the judicial interns in my judge's chambers. I believe that the combination of my academic and scholarly endeavors coupled with my experience working with law students make me an ideal candidate for this teaching position.

I enclose a resume, writing sample and two letters of recommendation as requested. I would be happy to provide any additional information that would be helpful to you in evaluating my candidacy. Thank you for your time and consideration.

Very truly yours,

Graduate

/enclosures

Graduate

900 JONES STREET ■ CHICAGO, IL 60601 ■ 312.269.9746

October 2, 2___

Jane Frank, Esq.
Legal Resource Center
777 Chestnut Street, Suite 600
Chicago, IL 60600

Dear Ms. Frank:

Please accept my application for the position of Staff Attorney. I am confident I can be an asset to the Legal Resource Center, given my experience, education and commitment to social justice, as well as the energy I will bring to the job.

I have experience advocating for low-income clients in housing and benefits matters. I worked at Client Legal Services where I assisted in the defense of eviction actions and directly represented clients in appeals of Social Security Disability benefits. Prior to law school, I received training from the Housing Rights Committee, volunteered at the Housing Clinic and at the R Street Youth Shelter, and participated in "Empty the Shelters," an effort to build coalitions between Chicago's homeless and young activists. Most recently, I assisted in discovery for affirmative litigation against a landlord regarding illnesses resulting from mold.

I have worked with and for those populations served by the Legal Resource Center. I was a hotline intake worker for Boston's Gay and Lesbian Advocates and Defenders, providing legal information and referrals to the GBLT and HIV+ population concerning housing, employment, criminal sex and issues of medical confidentiality. In addition, I participated in community education efforts around the issue of HIV while working at a social marketing firm in Chicago.

Finally, having recently completed a one year post-graduate clerkship with the federal district court in Boston, my writing, research and analysis skills are finely honed. Most pertinent to this position were several ERISA cases for which I evaluated the sufficiency of the medical evidence in the record. Clerking also gave me concentrated exposure to litigation and settlements – and reminded me how much I missed direct services and contact with clients in whose futures I am invested.

I am extremely interested in this position and am an advocate of the Legal Resource Center's mission and work. I hope that we can meet to discuss my application further, and thank you in advance for your consideration.

Best regards,

Graduate

GRADUATE
145 Crestwood Lane • Phoenix, Arizona 97134 • 602-345-1224 • graduate@msn.com

September 20, 2---

Human Resources
Arizona Workforce Commission
103 E. 20th Street, Rm. 201
Phoenix, AZ 53124

Dear Sir or Madam:

I was very interested to see your advertisement for a Hearings Officer II on your agency's web site. I have been seeking just such an opportunity, and I think my background and your requirements may be a good match. My resume is enclosed for your review.

I have three years of experience as a practicing attorney, during which I have enhanced my ability to research, analyze and summarize complex information in a clear and concise manner. As a partner in my own law firm, I was able to establish strong relationships with potential clients and ensure that my firm complied with all applicable state and federal laws.

As an associate at a large law firm in Connecticut, I represented over thirty clients in a wide variety of industries and was responsible for effectively communicating the intricacies of the trademark registration system. I maintained a portfolio of several thousand active trademark applications and was constantly required to meet numerous overlapping deadlines and balance the needs of clients and supervising attorneys simultaneously. I regularly advocated my client's position both orally and in writing before the United States Patent and Trademark Office.

During law school, I completed four, three-month, full-time internships, including one with the Legal Advocacy Resource Center, a legal hotline, which involved telephone interviews with individuals who were in need of housing, employment and family law assistance. Prior to law school, I worked as a Community Organizer and an Emergency Housing Counselor, where I regularly met with and conducted phone interviews with welfare recipients and gained familiarity with both federal and state benefits systems. These jobs required extensive contact with people in crisis experiencing an immediate need for assistance and involved a high level of stress.

While a full-time college student, I worked in the Arizona Senate and gained in-depth knowledge of the Arizona legislative process. It is my strong desire to return to working in state government. I would welcome the opportunity to meet you and further discuss how my experience meets your requirements.

Thank you for your interest.

Sincerely,

Graduate

230 Parkman Street
Brookline, MA 02359

March 3, 2---

Bonnie Blair
Human Resources Management Office
Room H-700
Federal Trade Commission
600 Pennsylvania Avenue, N.W.
Washington, DC 20580

Dear Ms. Blair:

Please accept the accompanying resume and writing sample as my application for the attorney position with the Federal Trade Commission (FTC) which was recently advertised in my law school's employment newsletter.

I am extremely interested in working for the FTC because of my interest in consumer and regulatory issues and my desire to work in the public sector. I graduated from law school in May ---- and have spent the past three years doing contract work at a number of large law firms. Much of my experience has been doing trial preparation and discovery in complex antitrust and merger cases. In a number of these cases, I was providing information to the U.S. Department of Justice. These experiences have strengthened my research and writing skills, exposed me to a number of interesting and complicated legal issues, and taught me about preparing multifaceted cases for trial.

During law school, I also had the opportunity to be exposed to consumer law issues and gain additional practical legal experience. I took an antitrust class where studying the Microsoft case was an integral part of the course. I also completed four legal internships which included working with a judge, two law firms, and the Massachusetts Attorney General's office. The legal training I gained in law school gave me one year of experience working on a broad range of issues in diverse settings.

I believe that the skills I have gained from my legal experiences, which include skills in dealing with clients, problem solving, using professional judgment, working effectively in a team and being able to work independently would qualify me for a position with the FTC. In addition, I bring maturity gained from eight years of additional professional experience prior to law school, a commitment to the work of the FTC, and tremendous enthusiasm.

I welcome an opportunity to meet with you and discuss my qualification and interest in the position.

Sincerely,

Sara G. Morse

Attachments

41 Easton Street, Apt. 7b
Brighton, MA 02040

October 25, 2---

Patrick Monahan
Kelly & Edwards, P.C.
150 Trapelo Road
Providence, RI 21712

Dear Mr. Monahan:

I am writing in response to your firm's advertisement in Rhode Island Lawyers Weekly (10/23/--) for a civil litigation associate. I have four years of litigation experience, primarily related to family law matters. I am now looking to expand my legal skills and expertise and to relocate to Rhode Island. I am admitted to both the Massachusetts and Rhode Island Bars.

As a family law attorney for legal services organizations in Massachusetts, I have had the opportunity to gain a great deal of client contact experience as well as experience in effective written advocacy, oral argument, negotiation and creative problem solving. For the most part, my work has involved representing indigent victims of domestic violence. This work requires the ability to respond quickly to legal crises and to work on a range of issues, including housing, welfare and disability law matters. In addition, I have had the opportunity to focus on complicated jurisdictional matters arising when a victim flees the state with the children to escape an abusive relationship.

While I love the work that I do, I am ready for a change and am interested in expanding my area of legal experience and expertise. I am excited to embark on a new journey and believe that the legal skills I have gained thus far are transferable and make me an ideal candidate for the associate position at your firm. I am available for an interview at your convenience. You can contact me at home (617) 337-1234 or at work confidentially at (617) 6503-1035. I have enclosed my resume, references and a writing sample. Thank you for your consideration.

Yours truly,

Graduate

Enc.

85 Park Street
Cambridge, MA 02111

October 31, 2---

Bob Smith
Northeastern Legal Services
400 Huntington Avenue
Boston, MA 02115

Dear Mr. Smith:

I am writing to enthusiastically apply for the Housing Unit Managing Attorney position at Northeastern Legal Services. I have been a legal services staff attorney for five years and in that capacity, I have had extensive civil litigation and mediation experience, conducted community outreach and education, and supervised many law students. I have taken the initiative to be innovative in my approach to my work, which has included incorporating mediation to provide high quality resolutions to landlord/tenant conflicts and building a homeless prevention project with the City of Hope.

Throughout my tenure at Brockton Legal Services, a large part of my practice has involved using mediation to stabilize tenants. Utilizing free mediation services, I worked with landlord attorneys to resolve conflicts without further litigation. At the same time, I supported tenants in the mediation process, ensuring that the tenant remained in control and was fully aware of his or her options including pursuing litigation. Using mediation in this way has resulted in settlements that are marked by tenant stabilization, empowerment, and high levels of satisfaction by both parties.

I have also achieved a great deal of success in stabilizing tenants by working collaboratively with direct service workers at the City Multi-Service Center. This partnership grew out of a desire by the City to provide legal resources to tenants facing eviction as a result of the end of rent control. This project, which was scheduled to last one year, is now in its seventh year. It is marked by a high rate of tenant stabilization and the development of the direct service workers' capacity to advocate for clients at administrative hearings and more informal advocacy.

I believe that the skills and experience that I have gained at Brockton Legal Services have prepared me well to supervise the attorneys in the Housing Unit. I am eager to utilize my legal skills in a more managerial role and look forward to discussing the details of this position with you further. I can be reached at 617-373-5555 or through e-mail at applicant@msn.com.

Sincerely,

Graduate

Graduate
851 Stanford Road
Meriden, CT 01380

November 3, 2_____

Jerome C. Eagle, Bar Counsel
Office of the Bar Counsel
35 Main Street, 7th Floor
Hartford, CT 03212

Dear Mr. Eagle:

I have enclosed my resume and writing sample and would like to be considered as a candidate for the Assistant Bar Counsel position at the Office of the Bar Counsel. Recently, my husband and I relocated from Norwood, Massachusetts to Hartford, Connecticut.

For the last 16 years, I worked for the Committee for Public Counsel Services ("CPCS") in Roxbury, MA. I defended hundreds of clients charged with an array of serious felonies, ranging from drug possession to armed robbery to murder. Although I tried many cases and obtained numerous acquittals for my clients over the years, many of my cases culminated with a negotiated plea. In that regard, I was able to negotiate creative and beneficial pleas for my clients. Finally, in addition to representation of clients at the superior court level, I handled all of the appeals in my cases.

Although I loved my work as a public defender over the last 16 years, I am now seeking a new professional challenge. I believe working for the Office of the Bar Counsel would be an excellent way for me to apply the significant litigation experience that I have in the criminal area to the area of attorney discipline. As a public defender, I handled all of my cases from start to finish and have strong negotiating, research and writing, and interpersonal skills. I am very interested in meeting with you and members of your office to discuss employment possibilities and would be available to meet with you at your convenience.

Sincerely,

Graduate