

Sample Cover Letter - Internship

Clarence Darrow
6300 N. Winthrop
Chicago, IL 60626

April 7, 2011

Angela Campbell
Human Resources Manager
McDermott Will & Emery LLP
227 W. Monroe
Chicago, IL 60606

Dear Ms. Campbell:

I was excited to learn about the Practice Development Internship advertised online through Loyola University Chicago's RamblerLink website. Currently I am a senior at Loyola earning my degree in Political Science and International Studies and strongly considering attending law school. The opportunity to work at an internationally-recognized law firm such as McDermott in a position that would expose me to the breadth of matters represented by your firm appeals to me greatly. As someone with past experience working for organizations in the legal field, I believe I am an excellent candidate for this position.

I consider myself a sincere, reliable and dedicated individual with a great deal of ambition. During my study abroad year in college, I completed a semester-long internship at the Rome branch of your law firm in addition to my coursework in international studies. There, I used my language skills to translate documents from Italian into English and draft correspondence for members of one of the firm's trial teams, integrating myself quickly and smoothly with the firm's support staff. I have continued to pursue my interest in the law with two internships through the Circuit Court of Cook County. At these positions, I have demonstrated my attention to detail and my thoroughness while preparing trial packets and transcribing subject interviews for a wide variety of cases. I am able to prioritize and handle multiple tasks and work well both independently and as part of a team.

I would be proud to contribute to and again be associated with the McDermott Will & Emery law firm, and I feel that I would be a valuable asset to your organization. I would appreciate the opportunity to discuss this position with you at your convenience. Enclosed is my resume for your review. Please feel to contact me at cdarrow@luc.edu or (773) 555-1212 if you have any further questions. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Clarence Darrow