

JUSTICE LEAGUE

1234 SW Freedom Ave. • Portland, OR 97219 • 971-123-4567 • jleague@lclark.edu

January 6, 2018

Ms. Eva Fair
National Immigration Center
1234 SE Equality Lane
Washington, D.C. 20001

Dear Ms. Fair:

I am writing to apply for a legal internship with the National Immigration Center. As a rising third-year student at Lewis & Clark Law School, I would be honored to use my passion and knowledge to support NIC's mission.

I was inspired to attend law school after working in Boston supporting the needs of immigrant children. For over two years, I built relationships with our immigrant clients, communicating with them in Spanish and English. I also assisted in fundraising, education efforts, and developing policy proposals.

I have continued to develop my research, writing, and substantive knowledge by volunteering for the Immigration Network and working for the Immigration Law Center. My efforts for the Immigration Network resulted in defeating a local initiative that would have excluded undocumented college students from qualifying for in-state tuition. I bring my conscientious and collaborative style to all my assigned projects at the Immigration Law Center, resulting in successful outcomes for many of our clients. I particularly enjoyed updating and editing resources explaining the Deferred Action Childhood Arrivals program for our clients and partner organizations.

In addition to directly advocating for immigrants, I learned courage and independence fighting for progressive issues with Representative Jeffries, and later volunteering for the Democratic Party of Oregon. Those experiences taught me how to communicate ideas with people different from me, organize people and resources, and build relationships with other individuals and organizations.

With a new administration, my desire to work on behalf of these communities is even stronger. I would feel privileged to work with you and your team to fight for the community I have worked over the years to protect. I look forward to speaking with you about this position and my qualifications.

Sincerely,

Justice League

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EDUCATION

LEWIS & CLARK LAW SCHOOL, Portland, OR

J.D. Candidate, 2018 (Expected)

GPA: 3.218

Activities: Public Interest Law Project, Auction Procurement, 2016
Public Interest Law Project, 1L Board Representative, 2015
Oregon Women Lawyers, Member, 2016-Present

BRANDEIS UNIVERSITY, Waltham, MA

B.A., *magna cum laude*, Political Science, May 2011

Honors: National Society of Collegiate Scholars

Activities: Waltham Labor Center, Volunteer English Instructor
College Democrats, Vice President

PROFESSIONAL EXPERIENCE

Immigration Law Center, Portland, OR

Law Clerk

March – August 2016

- Researched requirements for Deferred Action Childhood Arrivals applications and updated explanatory resources
- Reviewed evidence and drafted memoranda on due process rights in preparing cases for resolution
- Supported other campaigns for immigrant rights, including efforts to end ICE holds

Portland Mentors, Portland, OR

Coordinator

January 2015 – September 2015

- Guided low-income youth through application process for alternative high school and job training program
- Organized presentations and networked with partner organizations to achieve goal of reconnecting youth to high school

Organization for Immigrant Children's Rights, Boston, MA

Legal Program Assistant

January 2012 – December 2014

- Performed initial screening of potential clients
- Researched and wrote grant proposals, newsletters, and appeal letters
- Managed administrative and development tasks

Office of Rep. Jeffrey Jeffries, Boston, MA

Intern

June 2011 – December 2011

- Developed and implemented voter outreach efforts
- Collaborated and organized efforts of other interns and volunteers
- Strategized with other campaigns to ensure productive community connections

COMMUNITY SERVICE & LEADERSHIP

Immigration Law Center: *Board member* (2015-present)

Immigration Network: Volunteer with community campaign to stop deportations (2011-2013)

Democratic Party of Oregon: Volunteer canvasser educating potential voters about the party's platform (2016)

LANGUAGE SKILLS

Nearly fluent reading, writing, and conversational Spanish with proficiency in interpreting and translating