

MARY ANN SMITH

11111 SE Gibson • Portland, OR 97222 • (503) 555-5555 • masmith@clark.edu

June 1, 2017

Mr. John Doe, Hiring Partner
ABC Law Firm
One Union Square
100 Union Street
Portland, OR 12345

Dear Mr. Doe:

I am a second-year law student at Lewis & Clark Law School. I am interested in participating in ABC Law Firm's Summer Associate Program during the summer of 2018. I am particularly interested in ABC Law Firm because of its strong litigation practice, community involvement, and overall excellent reputation. I am excited to work with your firm to gain exposure to various areas of the law within the firm's general litigation practice. In addition, ABC Law Firm's robust Pro-Bono program is extremely compelling to me as an active member of the community.

I feel that my professional and academic experience, as well as my community involvement, will be an asset to the firm. As an extern for the U.S. Attorney's Office, I developed strong research and writing skills that I hope to leverage as a Summer Associate. I prepared numerous legal memoranda covering a variety of legal issues, including both civil and criminal actions. I also refined my time-management skills, supporting several Assistant U.S. Attorney's on multiple matters simultaneously. In addition, I had the opportunity to observe a number of courtroom proceedings, enhancing my understanding of the procedural and strategic aspects of litigation.

During my first year at Lewis & Clark, I focused on developing my writing and oral advocacy skills, receiving Honors on my 1L Appellate Brief, as well as receiving Best Oral Advocate during 1L Oral Arguments. For the upcoming academic year, I have tailored my curriculum to continue refining these skills by participating in Mock Trial.

In addition to my professional and academic pursuits, I am extremely involved in my local community. During my time as a Literature Major at University of Oregon, I participated in various mentorship events with local High Schools to help educate students on civic and social advocacy. While in law school, I have continued these efforts through volunteer work with the Classroom Law Project.

Enclosed is a detailed resume which highlights my experiences and education. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

Mary Ann Smith

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EDUCATION

Lewis & Clark Law School, Portland, OR

J.D. expected, May 2019

- GPA/Rank: 3.715, 14 / 150 (Top 10%)
Honors: Dean's Scholarship, 2016 – present
1L Honors Appellate Brief
1L Moot Court - Best Oral Advocate
Scholar List, 2016 – 17
Activities: Mock Trial, 2017 – 18
Member, Business Law Society

University of Oregon, Eugene, OR

B.A., *cum laude*, Literature, June 2015

- Honors: Dean's List (4 semesters)
Activities: Worked 30 hours/week as a full-time student

LEGAL EXPERIENCE

United States Attorney's Office, Portland, OR

Extern, May 2017 – Present

- Research and draft legal memoranda for Assistant U.S. Attorneys covering various criminal and civil issues.
- Prepare draft summary judgment motion for wire fraud and identity theft action.
- Attend court proceedings and trial preparation meetings to gain insight into the procedural and strategic aspects of litigation.
- Collaborate on a dynamic team of seven law clerks supporting different units and divisions within the U.S. Attorney's Office.

OTHER EXPERIENCE

Secure Insure, Eugene, OR

Customer Service Specialist, September 2011 – August 2015

- Performed client-intake, to include prospective client interviews, preparing client information for review, and scheduling new-client on-boarding.
- Managed client satisfaction surveys, reviewed feedback, and provided rapid resolution of any outstanding issues.

COMMUNITY INVOLVEMENT

- Classroom Law Project, *Student Volunteer*, January 2017 – Present
- College Students for Civic Responsibility, *Student Volunteer*, September 2013 – May 2015

INTERESTS

- Skeet shooting, Community Theater