

IMA LAW STUDENT

12345 SW Terwilliger Blvd.
Portland, OR 97219
(503) 555-5555
istudent@lclark.edu

January 10, 2018

Jane Doe
The Law Offices of Jane Doe
111 SW 1st St.
Portland, OR 12345

Dear Ms. Doe:

I am a first-year law student at Lewis & Clark Law School. I am interested in the 2018 summer law clerk position with your office. Your firm has an excellent reputation for providing criminal defense services to a broad range of clients while also being actively involved in community outreach. I find this balance extremely appealing and believe working for your firm will expose me to a top-notch criminal defense experience.

I believe I can provide value to your firm. I have developed strong interpersonal skills and feel comfortable interacting with individuals from various backgrounds through my education as a communications major and my past employment experiences. I have also learned how to manage tasks in fast-paced environments and am proficient in analyzing information to support decision-making. For example, while working as a communications intern, I processed customer inquiries and worked directly with both businesses and individuals to meet their telecommunications needs. I also analyzed and leveraged customer service metrics to assist management in process-improvement decisions.

As a member of the Student Bar Association, I have participated in meetings and decision-making that directly impacts the law school's student body. I have also refined my research and communication skills, earning a High Honors Pass in 1L Lawyering.

I am truly passionate about criminal defense and intend to pursue a Criminal Law certificate as part of my curriculum. I appreciate your time and attention in reviewing my qualifications and I look forward to hearing from you.

Sincerely,

IMA Law Student

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EDUCATION

LEWIS & CLARK LAW SCHOOL, Portland, OR

J.D. Candidate, May 2020

Honors: High Honors Pass, Lawyering (2017-18)

Activities: Member, Student Bar Association (2017-18)

UNIVERSITY OF ALABAMA, Birmingham, AL

B.A., *cum laude*, Communications, May 2017

Honors: Dean's List (4 semesters)

Activities: Executive Board Member, Panhellenic Association (2016-17) – promoting scholarship, philanthropy, and safety for coalition of sororities through activities and programs.

EXPERIENCE

SOUTHEAST CELLULAR, Birmingham, AL

Communications Intern, May 2016 – May 2017

- Provided expedient and direct customer support through web-based Customer Relationship Management (CRM) platform.
- Analyzed and prepared metrics for management on CRM efforts, to include number of inquiries, resolution time, and customer satisfaction results.
- Consulted with businesses and individuals concerning their telecommunications requirements, initiating more than 25 new accounts in one-year, exceeding previous year average by 35%.

CITY GRILLE, Birmingham, AL

Server, September 2013 – May 2017

- Provided top-notch service in a fast-paced and dynamic environment, earning recognition as Employee of the Month.
- Given increasing levels of responsibility to include shift-lead duties and lead trainer.

SKILLS AND INTERESTS

- Spanish: Conversational Fluency
- Water Skiing, Reading Non-Fiction – specifically Biographies, Dance Dance Revolution – undefeated.