

ARNIE BECKER

98765 Maple Drive, Beverly Hills, CA 90210 • (323) 555-0100 • arnie.becker@lls.edu

December 1, 2019

Ms. Linda Baker
Recruiting Coordinator
Sheldon & Cork
91241 Wilshire Blvd., 17th Floor
Beverly Hills, CA 90210

Dear Ms. Baker:

I am a first-year law student at LMU Loyola Law School, and I write to apply for a law clerk position with Sheldon & Cork for the summer of 2020. I became interested in your firm after reading about Ms. Sheldon's successful representation of VeriSign in its recent acquisition of Network Solutions. Your firm is also appealing to me because it represents a wide range of software companies in its corporate practice, and its technology mergers and acquisitions practice has a national reputation. Given my distinguished academic background and prior professional experience, I am confident that I could be an asset to your firm.

After graduating from UCLA in 2018 with a degree in Business Administration, I worked as an intern at a technology start-up company in Santa Monica. During my internship, I developed my analytical and writing skills by reviewing vendor contracts and drafting summaries of required clauses. I also strengthened my communication skills through interactions with investors and prospective clients and received praise for my professional manner and creative approach to problem-solving.

At Loyola, I have excelled in my law school classes, receiving an A- on my Contracts mid-term exam and an A on my Property mid-term exam. As an active member of the LMU Loyola Law School Business Law Society and a student member of the Beverly Hills Bar Association, I have gained further exposure to corporate practice and developed strong connections with the law school and local legal communities. I hope to have the chance to apply my knowledge, skills and experience to the work of your office this summer.

Attached please find my resume for your review. If you require any additional materials, please do not hesitate to contact me. I would greatly appreciate the opportunity to meet with you to discuss the position, as well as my candidacy, in more detail. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Arnie Becker

Richard Fisher

128 N. Central Ave., Culver City, CA 90231
(310) 555-0150 • richard.fisher@lls.edu

September 10, 2019

Bob Newhart, Esq.
Newhart Clearly & Ghosh LLP
79791 Waverly Blvd., Suite 575
Long Beach, CA 90802

Dear Mr. Newhart:

Ally McBeal, a senior staff attorney at the SEC, recommended that I contact you. I am currently a second-year law student at LMU Loyola Law School, and I was fortunate to work closely with Ms. McBeal during my tenure as an intern with the SEC this past summer. She spoke very highly of your firm's litigation practice, especially in the area of white-collar criminal defense, which is a specific interest of mine. Given my background and strong desire to work in litigation, I write to apply for a Summer Associate position at Newhart Clearly & Ghosh LLP commencing in May 2020.

If given the opportunity to participate in your Summer Associate program, I believe that my strong academic background and practical legal experience would enable me to be of service to your firm and its clients. As of Spring 2019, I am ranked in the top 40% of my class at Loyola, and I am further honing my strong writing skills through my service as a staff writer on the LMU Loyola of Los Angeles Law Review. During my internship with the SEC, I demonstrated my ability to competently provide attorney assistance and perform substantive legal research and writing on a variety of corporate matters, including proposed revisions to SEC regulations and reporting requirements in equity purchases. In the spring of 2019, I worked as a judicial extern to the Honorable Frank J. Underwood, where I perfected my writing skills drafting bench memoranda for the Judge's consideration. After maintaining a neutral posture toward litigation during my externship, I look forward to experiencing litigation from the advocate's perspective.

Attached please find my resume, transcript, and writing sample for your review. Please feel free to contact me if I may provide you with any additional information. I would welcome the opportunity to meet with you to discuss the possibility of a Summer Associate position at Newhart Clearly & Ghosh LLP. Thank you for your time and consideration, and I look forward to hearing from you.

Very truly yours,

Richard Fisher

PRIYA GUPTA

950 South Flower Street, Los Angeles, CA 90015 • (626) 555-0121 • priya.gupta@lls.edu

December 15, 2019

Betty Lee, Esq.
Litigation Director
Inner City Law Center
1309 E. 7th Street
Los Angeles, CA 90021

Dear Ms. Lee:

A few months ago, I had the opportunity to hear David Ackerly speak at LMU Loyola Law School regarding the Homeless Veterans Project. I entered law school knowing that I wanted to pursue a career in public interest and, after learning about the Homeless Veterans Project, I became very interested in veterans' benefits. As a second-year student at LMU Loyola Law School with legal experience and a demonstrated interest in social service advocacy, I now write to apply for a summer 2020 externship with the Inner City Law Center.

In the summer of 2019, I worked as a volunteer at the Disability Rights Legal Center, where I honed my communication skills by conducting client intake and improved my research skills drafting memoranda regarding disability bias, disability rights, and the Americans with Disabilities Act. On several occasions, my supervisors complimented me on how well I interacted with clients and how efficiently and effectively I conducted my research.

I am currently the Treasurer of the Public Interest Law Foundation at LMU Loyola Law School, and in this position, I have strengthened my organizational and interpersonal skills. Prior to law school, I served as the Vice President for the Red Cross Club at Occidental College, where I developed my leadership skills while working to benefit the community. I hope to have the chance to apply my skills, dedication, and commitment to social justice to the work of your organization.

I would greatly appreciate the opportunity to interview with the Inner City Law Center and have attached my resume and writing sample for your review. Please do not hesitate contact me if you require additional information. Thank you for taking the time to review my application, and I look forward to hearing from you.

Sincerely,

Priya Gupta

EUNICE CHANG

3435 Cruise Circle, Glendale, CA 91214
(818) 555-0175 • eunice.chang@lls.edu

January 10, 2020

Sally Carrera, Esq.
Assistant District Attorney
Los Angeles County District Attorney's Office
555 Temple Street, 5th Floor
Los Angeles, CA 90012

Dear Ms. Carrera:

My previous experience working in the public sector, combined with my strong interest in a career in criminal law, prompts me to apply for a full-time volunteer position at the Los Angeles District Attorney's Office for the summer of 2020. I will complete my first year at LMU Loyola Law School in May and would welcome the opportunity to apply my newly acquired legal knowledge to the work of your office, serving the citizens of the city in which I was born and raised.

This past fall, I received the First Honors Award (top grade) in my Criminal Law class, and I organized a panel of criminal law attorneys to speak at LMU Loyola Law School in my role as Secretary of the Criminal Law Society. Prior to attending law school, I worked as an intern in the Public Defender's Office in Hartford, Connecticut. As an intern, I assisted the attorneys at trial in a precedent-setting transfer case and honed my analytical skills reviewing exhibits in preparation for another trial. I consistently worked hard and took on additional responsibilities, and my supervising attorney often complimented my strong work ethic and dedication. While I valued my experience at the Public Defender's Office, my time there, in conjunction with my Criminal Law class, has made me realize that I would prefer to prosecute, rather than defend, criminal cases.

Attached is my resume for your review. Should you require additional materials, please don't hesitate to contact me. I welcome the opportunity to speak with you in further detail regarding my qualifications and the volunteer position with the Los Angeles District Attorney's Office. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Eunice Chang

Mariana Ramirez

4141 Jackson Street, Fullerton, CA 92838 • (714) 555-0133 • mariana.ramirez@lls.edu

December 1, 2019

Mr. Jesse Pinkman
Recruiting Coordinator
Sarafian & White LLP
839 W. Orange Tree Drive
Newport Beach, CA 92663

Dear Mr. Pinkman:

I am a first-year student at LMU Loyola Law School and I write to apply for a law clerk position with Sarafian & White for the summer of 2020. My interest in Sarafian & White stems from the firm's focus on employment law, and in particular its workers' compensation practice. This is the area I would like to pursue in my legal career. Given my academic background and commitment to excellence, I am confident that I could be a valuable and contributing member of your firm.

During my time as an undergraduate student at the University of California, Irvine, I worked part-time as a salesperson at a local retail boutique while balancing a full academic course load. In retail sales, I perfected my communication skills by interacting with customers and responding to questions about merchandise, as well as helping to resolve any customer service issues that arose. I strengthened my attention to detail and organizational skills as I tracked and managed store inventory, including analyzing delivery invoices and ordering new items upon customers' requests. My manager often praised me for my initiative and my ability to make every customer feel welcome and respected.

At Loyola, I have delved into my law school classes with enthusiasm and have particularly enjoyed learning the nuances of Property and Contracts. I have also developed ties with the local law school community through my membership in La Raza De Loyola, and with the larger legal community through my student membership with the Orange County Bar Association.

Attached you will find my resume for your review. Please let me know if you require additional materials. I would appreciate the opportunity to speak with you to discuss the position, as well as my candidacy, in more detail. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Mariana Ramirez