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Sample Cover Letter for Legal Internship

Andrew Patel
18 Elm Street
San Francisco, CA 94102
apatel@email.com
(555) 987-6543
November 25, 2024

Ms. Rachel Chambers
Legal Recruitment Coordinator
Smith & Howard LLP
555 California Street
San Francisco, CA 94104

Subject: Application for Legal Internship

Dear Ms. Chambers,

I am writing to express my strong interest in the Legal Internship position at Smith & Howard LLP. As a second-year law student at the University of California, Hastings, I am drawn to your firm's commitment to social justice and complex litigation. My academic background and hands-on experience in legal research and advocacy make me eager to contribute to your team.

During my time as a Legal Intern at the San Francisco Public Defender's Office, I supported attorneys by drafting motions, conducting client interviews, and researching case law for pretrial



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hearings. This experience taught me how to analyze complex legal issues and communicate effectively in high-pressure situations. Additionally, my coursework in Constitutional Law and Criminal Procedure has strengthened my understanding of litigation strategies.

I am particularly inspired by Smith & Howard LLP's work in civil rights advocacy, including your landmark case involving housing discrimination. My passion for ensuring equal access to justice aligns with the firm's mission, and I am confident that my analytical skills and dedication can support your team's efforts.

Thank you for considering my application. I would welcome the opportunity to further discuss my qualifications. I am available at (555) 987-6543 or apatel@email.com and look forward to contributing to Smith & Howard LLP's impactful work.

Sincerely,

Andrew Patel