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Lawrence H. Schwartz, Esquire
Schwartz and Associates
The Riddick Building
Suite 86015
2400 John F. Kennedy Parkway
Philadelphia, PA 19103

[insert date here]

Dear Mr. Schwartz:

I am a second year student at Widener University Law School. I am writing to follow up on the summer clerkship position that you advertised through the Widener Career Development Office.

As my resume demonstrates, my background includes a variety of experience that is relevant to your litigation practice. Last summer, I served with the Bureau of Consumer Protection at the Pennsylvania Office of Attorney General. That position allowed me to perform a variety of tasks, including legal research, writing memoranda, counseling consumers with problems, and negotiating settlements with business owners. Working as an Emergency Medical Technician (EMT) for six years to help pay my way through high school and undergraduate school taught me how to balance priorities and gave me valuable people skills that I built on while working for the Attorney General.

Your web site mentions that your firm represents plaintiffs in products liability and medical malpractice matters. I believe that my work with the Attorney General has prepared me to contribute to the products liability work, while my EMT experience will serve me well in the analysis of medical matters.

I look forward to hearing from you. Please feel free to contact me at (679) 555-6721 or by e-mail at kaneeshdub@centric.com.

Sincerely,

Kaneesha C. Washington

Attachment