

Joshua S. Silverstone
53 Colony Blvd.
Building 3, Apartment 1067
Wilmington, DE 19927
(302) 555-9842
josh_silrock@hotmail.usa

Joanne Angelou, Esquire
Hiring Partner
Dewey, Snerd & Angelou, LLC
6822 N. Delaware Avenue, Suite 1909
Wilmington, DE 19722

[insert date here]

Dear Ms. Angelou:

I am a first year student at the Widener University School of Law. I am writing to express my interest in your first year summer clerkship position. Joseph Bush of your firm suggested that I apply for the program.

My work background has given me numerous job skills applicable to the legal world. As a waiter and later a manager for McGlynn's Pub, I experienced a high-pressure work environment. Balancing competing priorities and keeping customers happy while watching the bottom line were my daily responsibilities. During law school, I have engaged in work-study with the Information Technology Services (ITS) office. This position has allowed me to deepen my knowledge of software programs for personal computers. My ITS experience also includes troubleshooting problems to decide whether they are hardware or software related.

In reviewing the information on your web site regarding the summer program, I was extremely interested in the opportunities for legal research and writing. My Legal Methods courses gave me the basic tools for these tasks, and I have excelled on the majority of my legal writing assignments. I believe that my background will be of benefit to your firm.

I hope to speak with you to examine further the ways I could be of help to Dewey, Snerd & Angelou, LLC. I may be contacted at your convenience at (302) 555-9842 or by e-mail at josh_silrock@hotmail.usa.

Thank you for your consideration.

Sincerely,

Joshua S. Silverstone

Enclosure