

# Stephanie Fegel

New York City, NY 10465  
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## Education:

### University of Massachusetts Amherst

BA in English, Expected graduation in May 2027

- 3.5 GPA
- Dean's List: Fall 2023, Spring 2024
- Alpha Chi Omega - Lifetime Member

## Relevant Classes:

### Introduction to Legal Studies

- Developed critical thinking skills through analysis of legal framework and cases
- Proofread documents containing legal concepts
- Conducted research on judicial systems

## Legal Experience:

### Young Lawyer Summer Experience | July 2022

InvestIN Education - London, England

- Analyzed legal documents in order to prepare a case
- Gained understanding of basic legal principles
- Delivered information in front of a large audience effectively

## Other Experience:

### Launch Operator | July 2023 - Present

Morris Yacht & Beach Club - Bronx, NY

- Manage schedules and logs ensuring smooth operations
- Balance real time operation while also handling administrative tasks
- Engage with a wide variety of customers on a daily basis
- Demonstrate calmness and composure when handling stressful situations

### Compassion Connection Member | September 2019-June 2023

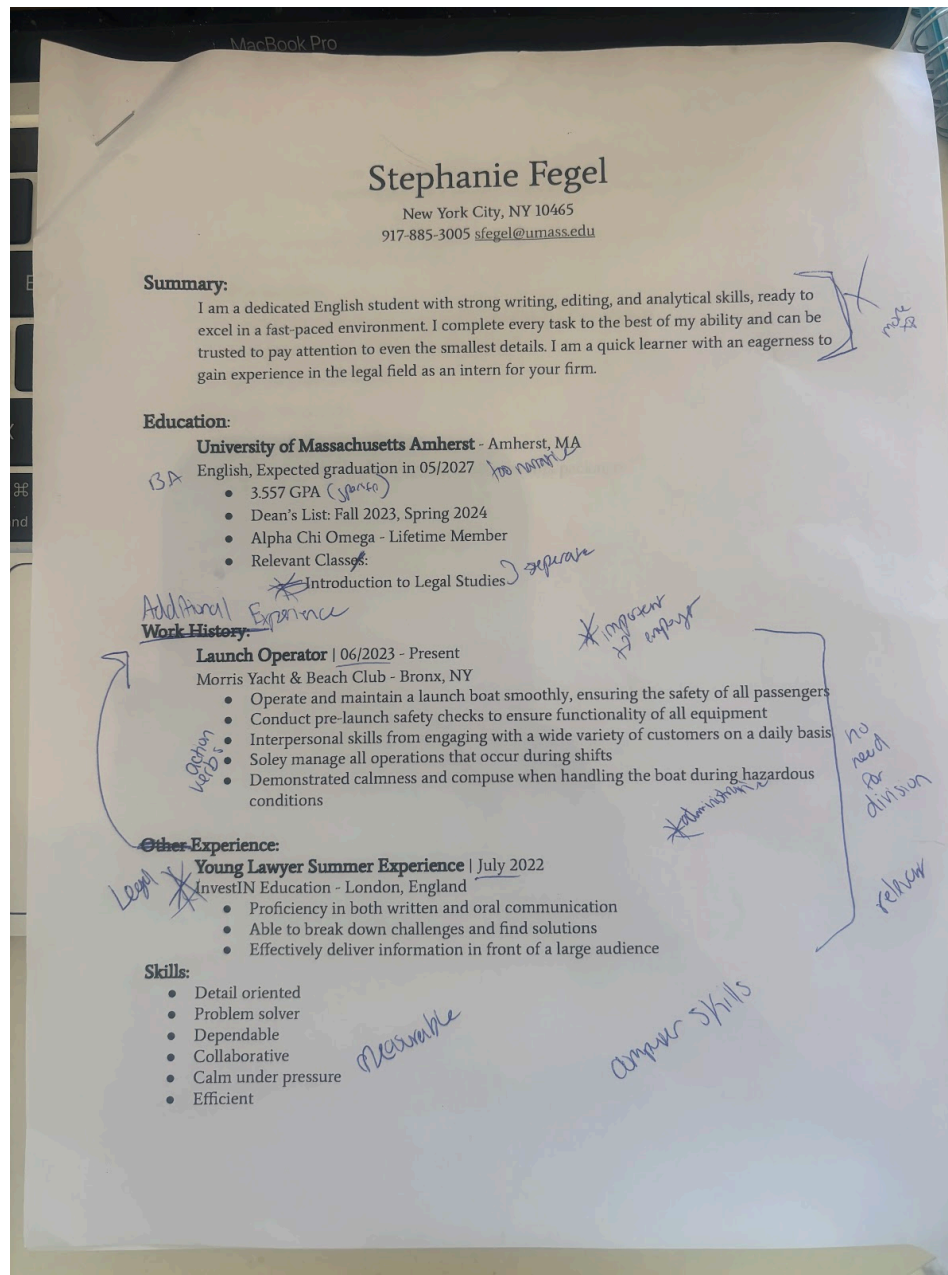
Preston High School - Bronx, NY

- Oversaw the setup and break down of events
- Coordinated dates and times with vendors and participants
- Sent personalized invitations via email
- Partnered with local organizations to promote events

## Skills:

- Microsoft Word
- Google Docs
- Google Calendar

Most of the changes I made for my resume had to do with better marketing myself. Lisa and I went through my essay and discussed that I had a lot of good qualifications but I needed to do a better job at tailoring my experience to a legal internship. Originally, I had a lot of information that could've been better marketed. I also needed to change a little bit of the formatting: order, consistency, etc.) Attached I have a photo of the suggestions Lisa came up with at my meeting and what my resume originally looked like.



November 4, 2024

Hiring Manager  
The Village Law Firm  
1270 6th Avenue, New York,  
New York 10020, United States

Dear Hiring Manager,

I was delighted to find the Estate Planning Legal Intern position listed on Handshake. As a dedicated and detail-oriented student with an interest in law, I am eager to gain valuable hands-on experience working with The Village Law Firm. With my strong communication and organizational skills, I am confident that I would be the perfect fit for this position.

I study English at the University of Massachusetts Amherst. This has allowed me to cultivate strong analytical and writing skills essential to working with complicated legal documents. Through writing classes, I have gained experience proofreading and editing written materials.

I also have experience working with legal professionals. I attended a two-week program in London dedicated to educating youth about different legal careers. This experience has allowed me to gain collaborative skills as I spent time completing projects with my peers throughout the program. I learned valuable information about working in the legal field, and that has only heightened my interest. I've also taken a legal studies course which has been useful in preparing me for work. I developed analytical skills through analyzing legal frameworks as well as conducting research. I seek to gain as much experience as possible and learn from professionals that are willing to pass on their knowledge.

I am extremely excited about the opportunity to work with The Village Law Firm and contribute to their mission of providing compassionate, high-quality legal services. Thank you for considering my application. I look forward to hearing from you.

Sincerely,  
Stephanie Fegel  
2724 Schurz Ave H3  
Bronx, New York 10465  
Email: [sfegel@umass.edu](mailto:sfegel@umass.edu)  
Cell: 917-885-3005

My cover letter was a little bit easier to edit since I had a pretty well written starting point. I added a little bit more about what I learned in my legal studies class, in order to show that I have slight experience in the legal field. I also just have a few slight grammatical errors that I corrected.

Below is the job description that I have tailored these materials for:

#### Job Description:

##### **About the Position:**

The Legal Intern will play an important role in the smooth operation of the firm and the execution of clients' legal documents.

##### **Responsibilities:**

Field and direct phone calls from clients, prospects, and advisors.

Assist in preparation of client legal documents.

Perform administrative tasks

Proofread documents

Update schedules and calendars

Send out postcards, reminders, and holidays cards/packages

##### **Qualifications:**

Excellent academic credentials

Dependable -- on time is five minutes early (commute or relocate accordingly)

Ambitious -- an intense desire to put your education into practice

Organized -- ability to focus on a task, be redirected, and return to complete said task

Curious -- willing to pitch in and ask the team for help or further clarification