Sophie Osunkoya

9005 sunni shade court

Perry Hall, MD,21128

[Oso2015@nyu.edu](mailto:Oso2015@nyu.edu)

4437304051

January 11th 2024

McGuireWoods LLP

201 NORTH TRYON STREET  
SUITE 3000  
CHARLOTTE, NC 28202-2146

Dear Hiring Committee,

I am excited about the opportunity to apply for the Law Student Recruiting Intern position at McGuireWoods, as advertised. As a rising junior majoring in Computer Science and Economics at New York University, I bring a strong foundation in organizational skills, attention to detail, and a positive attitude that aligns with the needs of your firm.

My experiences as a Judicial Intern at the District Court of Baltimore and a Digital Media Intern at the Chesapeake Gateway Chamber of Commerce have honed my ability to handle multiple tasks simultaneously and maintain a high level of attention to detail. Analyzing complex case facts as a Judicial Intern required precision and accuracy, while developing data-driven strategies as a Digital Media Intern demanded meticulous planning and execution. These experiences have nurtured my proficiency in organizational tasks and process orientation.

In addition to my coursework and internships, my leadership roles, including serving as the Director of Communications for the BIPOC Legal Society, have strengthened my communication and teamwork skills. Collaborating with diverse teams, I have learned to adapt to various work environments and thrive in a collaborative setting. I am client-service oriented, understanding the importance of effective communication and positive interactions.

I am proficient in the Microsoft Office suite and have gained prior work experience in office environments. These technical skills, coupled with my adaptability, make me well-suited to handle the responsibilities outlined for the Law Student Recruiting Intern role at McGuireWoods.

I would love to bring my positive attitude, and dedication to excellence to McGuireWoods. Thank you for considering my application. I look forward to discussing how my unique skill set that would make me a valuable member of your team.

Sincerely,

Sophie Osunkoya