

1L GOVERNMENT AGENCY

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January 21, 2016

Ms. Michelle Lynne
Human Resources Manager
Department of Labor
562 Brooke Mills Street, Suite 300
Riverside, CA 92888

Dear Ms. Lynne:

I am a first-year law student at Chapman University Dale E. Fowler School of Law seeking a summer position with the Department of Labor. My interest in labor law was sparked after taking and receiving the highest grade in my Labor Law course as an undergraduate. Ultimately, I would like to pursue a career in minimum wage and overtime law enforcement with the Department of Labor's Fair Labor Standards Division, so I am very interested in working for your agency this summer.

Through my studies at Fowler Law, I have developed skills that will make me an effective summer intern, especially in the area of legal research and writing. Last semester, I drafted two legal memoranda for my legal research and writing course that required extensive research. I excelled in the course and earned a final grade point average of 4.0. I enjoy legal writing and believe that my legal writing and research skills would be an asset in developing regulations, standards, and legislation for the Department of Labor.

I have also honed my oral communication, public speaking, and collaborative skills through my past experiences as an actor and political organizer. This background was beneficial when I competed for a position on my law school's Moot Court Board. Due to my preparation and performance, I was one of two first-year students to secure a place on the team. I plan to bring these skills to the Department of Labor's litigation department.

Additionally, I have organized and led several high-altitude mountaineering expeditions, including a successful ascent of Mt. McKinley. Careful planning, steadfast leadership, and the ability to improvise in high-pressure situations are skills that can make a drastic difference in the mountains. I look forward to putting these skills to use as an advocate in defending enforcement actions with the Department of Labor.

Thank you for your time and consideration. I welcome the opportunity to interview with you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Signature".

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