

1L LAW FIRM

4111 Dogwood Blvd., Laguna Beach, CA 90740 • (555) 444-8888 • firm100@mail.chapman.edu

January 12, 2016

Kirsten Kranston, Esq.
Managing Partner
Giraldo Jester
4444 College Ave., Suite 100
Santa Ana, CA 92502

Dear Ms. Kranston:

I am a first-year law student at Chapman University Dale E. Fowler School of Law in Orange, California, and I am applying for a 2017 summer law clerk position with Giraldo Jester. I am interested in pursuing a career in civil litigation with an emphasis on employment law, and I am attracted to Giraldo Jester's focus on labor and employment law. My prior experience is in employment law, but I welcome the opportunity to explore and gain additional experience in Giraldo Jester's other practice areas as well.

Prior to law school, I worked as a paralegal at a large law firm and assisted the attorneys in defending gender and pregnancy discrimination and wrongful termination cases. As a paralegal, I was given responsibility for numerous high-profile cases. I calendared trial dates, drafted correspondence and interrogatories, and organized case files. I was also given the opportunity to assist the attorneys during arbitration by researching aspects of the case and providing administrative support. Working at a large law firm with tight deadlines has prepared me for the fast-paced environment of a civil litigation firm. I believe that this prior experience would allow me to provide valuable assistance to your firm, not only in labor and employment disputes, but other litigation practices as well.

As a first-year law student, I have had the opportunity to research and write a memorandum and brief on an employment law issue, which I thoroughly enjoyed. I particularly enjoyed writing the brief as it allowed me to use the law to advocate for my client, and I was awarded the distinction of best brief in my class. Legal research and writing are skills I hope to bring to Giraldo Jester.

Please feel free to contact me should you have any questions. I would be honored to have the opportunity to interview with you. Thank you for your consideration.

Sincerely,

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

1L Law Firm

2L FIRM 1

24691 Via Con Dios • Aliso Niguel, CA 92692 • (999) 444-5555 • 2LFirm@gmail.com

July 25, 2016

Ms. Emily Garrish
West Coast Recruiting Coordinator
O'Willy & Chang, LLP
1100 E. Olympic Blvd.
Los Angeles, CA 90064

Dear Ms. Garrish:

I am a rising second-year student at Chapman University Dale E. Fowler School of Law, and I am writing to apply for a summer associate position at O'Willy & Chang, LLP. After interning at the United States Trustee's Office this past summer, I developed a strong interest in business litigation with an emphasis in bankruptcy. I am drawn to O'Willy & Chang, LLP because of the firm's strong corporate group with a focus in bankruptcy and restructuring.

Working at the United States Trustee's Office this past summer, I researched and wrote motions covering a wide range of bankruptcy topics and had the opportunity to attend court appearances on these motions. Writing these motions required extensive research, writing, and careful revision. Completing these assignments also familiarized me with the intricacies of the Bankruptcy Code, requiring me to interpret statutory language and apply this law to a given case. Further, my work at the United States Trustee's Office allowed me to gain insight into the financial inner-workings and fundamentals of business. I would bring my research, writing, and business experience to O'Willy & Chang, LLP.

My work with the Alameda County District Attorney's Office also allowed me to gain experience in court and in litigation. Throughout my time at the Alameda County District Attorney's Office, I worked closely with attorneys to analyze key records and statements. I also had the opportunity to attend trials and appear on the record as a certified law clerk. I would bring my understanding of the trial process to O'Willy & Chang, LLP.

I would be honored to work as a summer associate at O'Willy & Chang, LLP. Please feel free to contact me should you require any additional information. Thank you for your time and consideration.

Sincerely,

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

2L Firm 1

2L LAW FIRM 2

4111 Dogwood Blvd., Laguna Beach, CA 90740 • (555) 444-8888 • firm100@mail.chapman.edu

July 12, 2016

Ms. Georgia Bagles
Director of Professional Recruitment & Development
Keep & Keep, LLP
3555 University Ave., Ste. 555
P.O. Box 5555
Riverside, CA 92502

Dear Ms. Bagles:

I am a second-year law student at Chapman University Dale E. Fowler School of Law in Orange, California, and I am applying for a 2017 summer law clerk position with Keep & Keep, LLP. I am interested in pursuing a career in civil litigation with an emphasis on employment law, and I am attracted to Keep & Keep's focus on labor and employment law. While my prior experience is in employment law, I welcome the opportunity to explore and gain experience in other practice areas as well.

Currently, I am a law clerk for an Administrative Law Judge at the Equal Employment Opportunity Commission, where I research and draft decisions on various employment claims, particularly disability and age cases, as well as national class action disability and reasonable accommodation cases. Working at the EEOC has developed my legal analysis and writing skills, skills I would bring to Keep & Keep, LLP.

Prior to law school, I worked as a paralegal at a large law firm and assisted the attorneys in defending gender and pregnancy discrimination and wrongful termination cases. As a paralegal, I was given responsibility for numerous complex cases. I calendared, drafted correspondence and interrogatories, and organized case files. I was even given the opportunity to assist the attorneys in preparing for and during arbitrations through research and administrative tasks. Working at a law firm developed my time management skills, professionalism, and my interest in employment litigation. I believe that this prior experience would allow me to provide valuable assistance to your firm, not only in labor and employment disputes, but other litigation practices as well.

Please feel free to contact me should you have any questions. I would be honored to have the opportunity to interview with you. Thank you for your consideration.

Sincerely,

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

2L Law Firm 2

2L Firm 3

458 N. Euclid Ave., Apt. 24, Fullerton, CA 92973
(545) 555-5557 • 2LFirm@gmail.com

July 21, 2013

Ms. Katie Johnson
Director of Attorney Recruiting & Development
Shipman & Goodwin, LLP
1133 Connecticut Avenue N.W.
Bethesda, Maryland 20036

Dear Ms. Johnson:

I am a second-year student at Chapman University Dale E. Fowler School of Law in Orange, California. My former employer, Mr. Mark Grace, a land use attorney with the Legal Aid Foundation of Los Angeles (LAFLA) recommended that I apply to Shipman & Goodwin because of its strong land use and environmental practices. I believe that my legal experience in land use, environmental law, and my prior experience in real estate development would make me an effective summer associate at Shipman & Goodwin next summer.

This past summer I had the opportunity to work at LAFLA as the personal research assistant to Mr. Grace where we promoted affordable housing developments in Los Angeles County. At LAFLA, I assisted in counseling and advising clients regarding local and state regulations related to land use and California redevelopment law. I also had the opportunity to work with Mr. Grace in shaping Senate Bill 485, which significantly impacts how local governments practice land use law in light of climate change concerns. Prior to law school, I worked as an associate at Marky & Milli, a real estate development firm, for four years. I believe my experience at LAFLA, together with my prior experience in real estate development, has prepared me to work as an effective summer associate at Shipman & Goodwin.

I have also recently accepted a full-time internship with the Environmental Protection Agency (EPA) in San Francisco for the spring semester. This experience, paired with my summer at LAFLA, will provide me with a solid foundation in land use and environmental law, which I look forward to putting into practice at your firm.

Please feel free to contact me should you have any questions. I welcome the opportunity to interview with you. Thank you for your consideration.

Sincerely,

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

2L Firm 3

2L Large Firm

111 Center Ave., Orange, California 92868 • (888) 999-8888 • bigfirm@mail.chapman.edu

July 23, 2016

Ms. Katherine Flemmer
Attorney Recruiting & Development Administrator
Wachtell Lipton Rosen & Katz
620 Newport Center Drive, Suite 100
Newport Beach, CA 92660

Dear Ms. Flemmer:

I am a rising second-year law student at Chapman University Dale E. Fowler School of Law, and I am interested in a summer associate position with Wachtell Lipton Rosen & Katz for Summer 2017. My academic record at Fowler Law evidences my legal reasoning skills and commitment to hard work, qualities that will make me an effective summer associate at Wachtell Lipton Rosen & Katz. I completed my first year of law school ranked number two in my class. Additionally, I will be a staff editor for the *Chapman Law Review* this coming fall. As Wachtell Lipton Rosen & Katz practices in diverse areas of the law, it would be an honor to apply my dedication and training in the firm's practice areas, particularly business law. Through my work experiences, I have gained insight into the objectives and challenges of both large and small businesses and would use my understanding to best serve any client I am assigned.

During my externship with the United States Bankruptcy Court this summer, I had the opportunity to analyze pleadings and draft memoranda. Most recently, I worked on a motion to dismiss. I summarized the pleading for the Court, researched case law regarding exceptions to bankruptcy discharge, and analyzed whether the moving party had pled the factors of fraud, defalcation while acting in a fiduciary capacity, and willful and malicious conduct with sufficient particularity. I then drafted a memorandum which included a recommendation regarding how the judge should rule, which the judge adopted. I look forward to bringing my legal analysis skills that I have gained working for the Court to Wachtell Lipton Rosen & Katz.

My studies have also strengthened my writing and analytical skills. I drafted a legal memorandum for my Legal Research and Writing course which entailed extensive research, meticulous organization, and precise writing. I thrived on the challenge and received the highest grade in the class. More importantly, I genuinely enjoyed the process. I accepted an offer to be an Academic Fellow for a Legal Research and Writing class this fall; I look forward to sharing my enthusiasm for legal writing with the incoming class of students. I expect the experience will strengthen and expand my knowledge in the subject, as teaching is one of the most effective methods of learning. Additionally, I actively seek opportunities to develop my research and writing skills; I conduct research for one of my law professors and edit articles for the *OC Lawyer* as a student extern. I would bring the same commitment and determination to excel to Wachtell Lipton Rosen & Katz that I have brought to my studies and other commitments. Thank you for your time and consideration of my application.

Sincerely,

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

2L Large Firm