

1L Public Interest 1
12345 Stewart Street
Garden Oaks, California 92222
888.444.6333 • 1L100@mail.chapman.edu

January 17, 2016

Ms. Mary McGuire
Development Director
Los Angeles Children's Project
1111 Wilshire Boulevard, Suite 100
Los Angeles, CA 90010

Dear Ms. McGuire:

I am a first-year law student at Chapman University Dale E. Fowler School of Law seeking a summer law clerk position at the Los Angeles Children's Project. Representing children in various legal capacities and serving as a children's summer day camp counselor, I have developed a passion for the care and growth of children. I would like to work at the Los Angeles Children's Project as an advocate for impoverished and abused children.

While interning at Kunkle Sprout & Associates during college, I gained valuable legal research and writing experience by drafting various sections of briefs and appeals. Additionally, during my first semester at Fowler Law, I drafted two legal memoranda and a brief for my legal research and writing course, all of which required extensive research. Advocating for my position in the brief, both in writing and in oral argument, was my favorite part of the semester. I enjoy legal research and writing and would bring my passion and experience in this area to the Los Angeles Children's Project.

My internships at Inner City Trust and Ginger & Yost, as well as my time as a Program Director at a summer day camp, have all provided me with experience that will make me an effective summer law clerk at the Los Angeles Children's Project. While working with Inner City Trust, I honed my research and communication skills while creating advocacy documents, which utilized data and legislation relating to the Violence Against Women Act. While interning at Ginger & Yost, I learned to work well under the pressure of deadlines and balance multiple client responsibilities, including making appointments, updating files, and writing summaries. My years as a Program Director at a summer day camp opened my heart to children and challenged me to be more resourceful with my limited time, budget, and resources. Through each of these experiences, I have learned how to work well independently, as well as cooperatively with colleagues and superiors; these are qualities I will bring to the Los Angeles Children's Project.

Please feel free to contact me with any questions or if you require anything further. Thank you for your time and consideration.

Sincerely,

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1L Public Interest 1

1L Public Interest 2

888 N. Sourer St., Apt. 333, Los Angeles, CA 90048
222.444.1111 • 1LPublicInterest@gmail.com

February 7, 2016

Michelle Checher, Esq.
Los Angeles County Public Defender's Office
44 Civic Center Pl.
Los Angeles, CA 92701

Dear Ms. Checher:

I am a first-year law student at Chapman University Dale E. Fowler School of Law in Orange County, and I am currently seeking a summer position close to my home in Los Angeles. I am interested in pursuing a career in public defense and look forward to serving the disenfranchised, low-income community to help bridge the prevalent justice gap that exists so close to my neighborhood.

I sincerely identify with the low-income population that the Los Angeles County Public Defender's Office represents. In college, I volunteered at low-income schools in Detroit and Lansing, Michigan. I also volunteered with an organization which dismantles blighted buildings in Detroit's most rundown sections of town and establishes community gardens in their place. Meeting members of the community while working to dismantle these buildings has given me a firsthand look at the struggles inherent to poverty. It has also shown me the potential power that just a few members of a neighborhood have to effect real change. These experiences motivate me to become a public defender; I want to be part of that change at the Los Angeles County Public Defender's Office.

My first-year classes, especially my experiences with legal research and writing, have prepared me to research and write objective memoranda and argumentative briefs for the Los Angeles County Public Defender's Office. This past year, I researched and wrote not only an objective memorandum, but also a persuasive brief, earning high grades on both. I am confident that my writing skills and research abilities will be an asset at the Public Defender's Office.

My work experiences as an actor, bartender, and server have also prepared me to work for the Los Angeles County Public Defender's Office. I have more than five years of professional and collegiate acting experience. My background in both film and theater helped me earn a place on Chapman's Mock Trial Honor Board, and I believe it will allow me to effectively connect with the jury and judge to help them to understand the world through my client's eyes. My work experiences as a bartender and server at fast-paced restaurants and bars in the Los Angeles area have nurtured my ability to work efficiently under pressure while maintaining an upbeat attitude. I believe my ability to handle these high-pressure situations will be an asset for the inevitably large caseload at the Los Angeles County Public Defender's Office. I welcome the opportunity to interview with you. Thank you for your time and consideration.

Sincerely,



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1L Public Interest 3

457 S. Yolanda St., Apt. 9 • Irvine, CA 95557 • (555) 555-5557 • PublicInterest@yahoo.com

January 15, 2016

Michelle Jordan, Esq.
Public Law Center of Phoenix
601 Plaza Drive, Suite 101
Phoenix, AZ 77777

Dear Ms. Jordan:

I spoke with you briefly at the Arizona Law School Public Interest Career Day, and I thoroughly enjoyed our discussion regarding Public Law Center of Phoenix's (PLCP) ability to help those who are in desperate need of legal assistance. I am a first-year law student at Chapman University Dale E. Fowler School of Law in Orange, California seeking a position in the Immigration Unit of the PLCP.

While living in Arizona, I had the privilege to provide volunteer assistance to the Spanish-speaking immigrant community. I developed a deep compassion for the people I served and a concern for the challenges immigrants face. Through my work, I became fluent in Spanish. I was also privileged to assist Representative Jeffrey Arnold in defeating two bills that would have significantly restricted the liberties of immigrants. This past semester, I had the opportunity to volunteer at the Legal Aid Society of Orange County, where I translated for its Spanish-speaking clientele and provided counsel to other attorneys and volunteers. While this work was intellectually stimulating, it also allowed me to make a significant difference in the lives of others. I would like to use the skills I learned in these capacities at the PLCP.

My studies at Fowler Law have provided me with applicable training and skills that I believe would make me an effective law clerk, particularly in the areas of legal research and writing. This past semester, I drafted a memorandum for my legal research class which required extensive preparation and significant effort; I thoroughly enjoyed this task and achieved high marks in the course. In addition, I excelled in Civil Procedure, attaining one of the highest grades in the class. I am enthusiastic to utilize my skills and knowledge to assist you at the PLCP.

I would be honored to interview with you. Please let me know if you require any additional information. I am grateful to you for considering me as a candidate to work with the PLCP.

Cordially,

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

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2L Public Interest

12345 Stewart Street • Garden Oaks, California 92222 • 888.444.6333 • 2L100@mail.chapman.edu

August 20, 2016

Mr. Matt Rott
Chief Counsel
Civil Liberties Union
1313 East Ninth Street
Los Angeles, CA 90017

Dear Mr. Rott:

We met this past spring at the Civil Liberties Union fundraising event. I am a rising second-year law student at Chapman University Dale E. Fowler School of Law, and I am seeking a summer intern position with the Civil Liberties Union. I intend to pursue a career in public interest law in which I can address issues that affect women and children through impact litigation. In particular, I am interested in the work the Civil Liberties Union does in educational equality and privacy rights for these populations. I believe my own background in policy work and advocacy for these constituencies makes me a good fit for the Civil Liberties Union's summer intern program.

Throughout my legal internship at the Los Angeles Children's Project, I assisted relative caregivers of foster children in appealing their benefits through the administrative fair hearing process. I independently managed 12 benefits cases by maintaining client relationships, developing case strategy, and preparing arguments for administrative hearings. I refined my legal research, writing, and advocacy skills by drafting demand letters and administrative hearing briefs and arguing cases in front of an Administrative Law Judge. While speaking to potential clients, I gathered information about each appeal, determined the legal issues and relevant facts, and presented the appeal both orally and in writing to the supervising attorney. In addition, I sought out new projects from other programs at the Los Angeles Children's Project to better understand the organization as a whole. I am currently volunteering with the Los Angeles Children's Project as a Special Education Advocate. In this position, I manage a special education case. After presenting the advocacy plan to the supervising attorney, I work with opposing counsel, school districts, caregivers, and others to protect my client's rights to education. I will bring the Civil Liberties Union my refined research, writing, and advocacy skills, as well as my ability to independently manage multiple cases and responsibilities.

My internship at Inner City Trust also provided me with experience that will make me an effective intern at the Civil Liberties Union. I developed my research and communication skills while creating advocacy documents, which utilized data and legislation relating to the International Violence Against Women Act. I also learned how to work well independently, as well as cooperatively with colleagues and superiors, both within the constraints of a smaller non-profit organization.

Please feel free to contact me with any questions or if you require anything further. I look forward to hearing from you and hope to have the opportunity to interview with you. Thank you for your time and consideration.

Sincerely,

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

2L Public Interest