

Alex Adams

555 Grand Avenue, Madison, WI 53705 | aadams@email.com | 555-555-5555

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Lisa Lawyer
Dewey, Cheatem, & Howe
123 Main St. Suite 100
New York, NY 00000

Dear Ms. Lawyer:

I am a first-year student at the University of Wisconsin Law School writing to express my interest in the Summer 2027 Associate position at Dewey, Cheatem & Howe. I am particularly interested in practicing business law in New York City, with a focus on real estate, and I am drawn to your firm's reputation for delivering strategic, client-focused counsel across complex commercial matters. I am eager to contribute my analytical background, professional experience, and strong work ethic to your team.

I previously worked as a legal assistant at a law firm, where I gained valuable exposure to legal practice and client service. In that role, I assisted attorneys with drafting documents, organizing case files, and preparing materials for client meetings and court proceedings. This experience provided insight into the importance of precision, attention to detail, and effective communication in legal work, as well as the collaborative nature of a successful legal team.

Prior to law school, I earned my undergraduate degree in Finance from the University of Iowa, where I developed a strong foundation in financial analysis, accounting principles, and corporate decision-making. My coursework strengthened my ability to interpret financial data, evaluate risk, and creatively approach problems, which are all skills I am eager to apply in a legal context. While at Iowa, I also worked as a restaurant server, which strengthened my interpersonal and time-management skills in a fast-paced, high-pressure environment. In this role, I learned how to balance competing demands, communicate clearly with diverse individuals, and maintain professionalism under pressure.

Through my legal education and professional experiences, I have developed strong analytical, organizational, and communication skills, along with a genuine interest in business law. I am eager to continue building my legal knowledge while contributing meaningfully to your firm's work, and would welcome the chance to return to New York, having grown up in White Plains.

Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Alex Adams