

Charlie Chapman

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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 2028 2L Associate position at Dewey, Cheatem & Howe. I am particularly interested in practicing business law in New York City, and I am drawn to your firm's reputation as a leader for delivering strategic, client-focused counsel across complex commercial matters. I am eager to contribute my analytical background, professional experience, and the research and writing skills I will gain over the next two years of law school 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.

This summer, I will serve as a judicial intern in the Dane County Circuit Court, where I will further develop my research and writing skills while also observing a variety of trial court proceedings. This fall, I will participate in the Law & Entrepreneurship Clinic at UW, where I will work on topics such as business formation, capital structure, employment and worker issues, and contract drafting. These experiences will allow me to make an immediate impact on your team in Summer 2028.

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

Sincerely,

Charlie Chapman