

## **Michael A. Williams**

123 N. Lake St. Apt. 2, Madison, WI 53703 • (414) 555-1234 • maphelps2@wisc.edu

July 14, 2023

Ava Coleman  
Teagues & Eddie LLC  
acoleman@teaguesandeddie.com

Dear Ms. Coleman:

I am a rising second year student at the University of Wisconsin Law School writing to apply for a summer associate position at Teagues & Eddie LLC. As a Wisconsin native with a strong interest in real estate and business law, I am attracted to T&E's strong business law practice and excellent reputation as a top firm in Wisconsin. I am confident my hands-on experience in real estate and proven legal skills will allow me to contribute as a summer associate.

Through my legal internships, I have developed legal skills that will allow me to hit the ground running at your firm. This summer I worked as a law clerk at Cook County State's Attorney's Office. My position required attention to detail as I tracked a large caseload and developed strong research and writing skills through drafting pleadings and memoranda. I also learned to navigate laws and regulations more efficiently, a skill that will assist me as a summer associate at your law firm. I will continue to develop these skills as an extern for the Wisconsin Department of Justice and participant in Moot Court this fall.

Further, my experience prior to law school gave me unique, hands-on experience with real estate that spurred my interest in attending law school and will allow me to better understand business clients going forward. I worked for three years as a property manager in Chicago. As I proved my reliability and organizational skills, I also gained insight into the intricacies and pitfalls faced by landlords and property owners. This will serve me well in understanding the needs of both real estate and business clients. While my internship with Cook County was invaluable to my development as a lawyer, it also confirmed my interest lies more in business law.

Finally, I am a Wisconsin native, happy to have returned here for law school and eager to find a position with a Wisconsin business law firm. For these reasons, Teagues & Eddie LLC is the perfect fit for both my personal and professional goals. I am eager for an opportunity to discuss further my experience and interests.

Thank you for your consideration.

Sincerely,  
Michael A. Williams