

Jane Doe
123 East Main Street
Minneapolis, MN 55104

November 12, 2007

Mr. Jon Franklin
Franklin & Associates, P.A.
2830 50th Avenue NE
Spring Lake Park, MN 55432

Dear Mr. Franklin:

Working as a real estate agent before law school, I helped home buyers navigate the exciting and sometimes confusing process of purchasing a home. I am now a second year law student at the University of St. Thomas. My real estate experience and my research and writing skills make me an excellent candidate for the part-time law clerk position at your firm.

I am interested in working for Franklin & Associates because of your 15 years of experience representing clients in real estate transactions. Having worked for a small real estate office, I believe I will fit in well in a small firm like yours.

As a real estate agent, I attended many real estate closings and reviewed purchase agreements, loan documents, and other closing documents with my clients. This experience, combined with my law school class in real estate, has taught me the elements of a successful real estate transaction. My three years of double digit sales growth in a declining market also taught me the value of initiative and drive. Finally, in addition to three semesters of lawyering skills classes, which helped me develop my legal research and writing talents, I recently became Westlaw certified. Through the certification process I learned to research electronically in a cost-effective manner.

I would like to put my knowledge of real estate transactions, my self-motivation, and legal skills to work serving your clients. My enclosed resume further details the talents that I would bring to your law firm. Thank you for your time and consideration. I look forward to discussing this opportunity with you.

Best regards,

Jane Doe