



Washington University School of Law
CAREER CENTER

*Cover Letters
& Resumes*



Lauren Bacall

9823 Delmar Avenue, Apt. 3
St. Louis, MO 63130
(314) 555-5500
laurenbacall@wustl.edu

June 15, 2019

Ms. Jane Smith, Esq.
Director of Legal Recruiting
Marsh, Lowe & Jennings LLP
101 South 45th Avenue, Suite 340
New York, New York 10010

Dear Ms. Smith:

I am rising 2L at Washington University School of Law, and I am writing to apply for a summer associate position at Marsh, Lowe & Jennings for the summer of 2020. I plan to practice in the New York area following graduation, and I am particularly interested in your firm because of your highly regarded and diverse corporate law practice.

Through my prior work experience, I have developed strong research and writing skills that will enable me to make an immediate and positive contribution as a summer associate at Marsh, Lowe & Jennings. This summer I am working as a legal intern for the Financial Industry Regulatory Authority (FINRA). In this role, I have gained exposure to the rules governing the broker-dealer industry, participated in investigations and enforcement actions against violating firms and brokers, and honed my legal research and writing skills by drafting memoranda analyzing and applying FINRA rules. As a research assistant for the renowned Harris World Law Institute, I had the opportunity to further develop my legal research and writing skills by performing an extensive review and summary of international case law. In addition, through my position as a writing center consultant, I developed strong interpersonal skills, including the ability to tailor presentations and communications to accommodate unique audiences and to collaborate with a diverse group of peers.

My strong work ethic is evidenced by my academic success. I graduated *magna cum laude* from American University, and my thesis received high honors. I have also excelled in law school, finishing my first year with a 3.65 GPA (top 1/3 = 3.66). I particularly enjoyed my contracts and civil procedure class, and look forward to taking corporations and commercial law during the upcoming fall semester.

I will be in the New York area on July 7th and would appreciate the opportunity to meet with you in person. Additionally, I will be applying to your firm through Washington University's OCI program. I strongly believe that my enthusiasm, experience, and academic success will be a benefit to your firm and the summer program. Thank you in advance for your consideration.

Very Truly Yours,

/s/ Lauren Bacall

Lauren Bacall

Encl.

Thomas Cruise

3567 Forsyth, Apt 4D
St. Louis, MO 63130
314-550-0055
tcruise@wustl.edu

June 21, 2019

Mr. John Craft
Senior Recruiting Coordinator
Delaney & Wright, LLP
1551 M Street, Suite 400
Washington, D.C. 20005

Dear Mr. Craft:

I am a second year student at Washington University School of Law and am interested in a 2020 summer associate position with Delaney & Wright. I am attracted to your firm's global presence and strong consumer products litigation practice; however, I would welcome the opportunity to gain experience in any practice area. Having spent several years after college in Washington D.C., I have strong ties to the mid-Atlantic region and plan to return next summer and following graduation. In addition to your Washington, D.C. office, I am also applying to your Baltimore, Philadelphia, and New York offices.

I am confident that my experience and enthusiasm will be a benefit to your firm. As an intern at the St. Louis Circuit Attorney's Office, I had the opportunity to enhance my legal research and drafting skills by preparing research memoranda and pretrial motions. Through second chairing a robbery trial, I gained a practical perspective on courtroom practice and custom, and learned first-hand the preparation needed to successfully try cases. Prior to entering law school I was a fourth grade teacher in Washington D.C. In this role, I developed strong organizational and interpersonal skills. Parent-teacher conferences required effective and careful communication with people from varied backgrounds, and the training sessions I presented helped me to become a confident public speaker.

In addition to my work experience, I am proud of my strong academic record. I graduated *summa cum laude* from Bellarmine University, while serving as captain of the varsity tennis team. At Washington University, I have excelled in my coursework and was chosen to participate in the Appellate Clinic for my 2L spring semester. Further, I was selected as a staff editor for the Washington University Law Review.

Thank you in advance for your consideration. If you have any questions or need any additional materials, please do not hesitate to contact me. I look forward to hearing from you.

Best,

/s/ Thomas Cruise

Thomas Cruise

Encl.

Percy Jackson
percyjackson@wustl.edu

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222 Lordshill
St. Louis, MO 63119
(314) 550-0055

Permanent Address:
89 Kettering Drive
Corona, California 92877
(951) 230-0011

June 16, 2019

Ms. Emily Kramer
Office Administrator
California Immigrant Aid Project
31 South Main Street
Riverside, California 92503

Dear Ms. Kramer:

I am a second year student at Washington University School of Law and am writing to express interest in a summer internship with the California Immigrant Aid Project for the summer of 2020. I am originally from Corona, California and intend to return to California next summer and following graduation to work for a public interest organization providing legal services to disadvantaged communities. I am inspired by your mission of ensuring that immigrants in your community have access to competent and compassionate legal representation and would be honored to work in your office next summer.

My dedication to a career as a public interest attorney began through my volunteer activities at Tufts University. Throughout my undergraduate career, I dedicated five hours each week to service at the Jackson Mann Community Center, where I was responsible for providing after-school programming for elementary school students from low income households. I have continued my dedication to service in law school. This summer, as a legal intern at Legal Services of Eastern Missouri in the elder law division, I have worked with low income elderly residents to address a variety of legal issues, including access to housing, healthcare and benefits. In this role, I have had the opportunity to practice my legal research and writing skills by analyzing relevant statutes and case law regarding housing benefits eligibility and applying the law to the unique facts of each case. I have also had the opportunity to hone my communication skills through my client intake duties, which require actively listening to each client's story and then effectively communicating next steps to address pending legal issues. In the fall semester I am excited to participate in the Immigration Law Clinic at Washington University, where I will have the opportunity to provide legal representation to the St. Louis immigrant population. I am also proud of my academic accomplishments. I graduated with honors from Tufts University, and my GPA at Washington University places me in the top 25% of my class.

I am confident that my background, experience and commitment to public service will enable me to make a positive and meaningful contribution to your office and mission. Thank you for your consideration. I look forward to speaking with you.

Sincerely,

/s/ Percy Jackson

Percy Jackson

Encl.

Percy Jackson
percyjackson@wustl.edu

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St. Louis, MO 63119
(314) 550-0055

Permanent Address:
89 Kettering Drive
Corona, California 92877
(951) 230-0011

EDUCATION

WASHINGTON UNIVERSITY SCHOOL OF LAW

J.D. Candidate | GPA: 3.76 (top 25%)

Honors and Activities: Scholar in Law Award (75% tuition scholarship)
CALI Excellence Award, Property and Civil Procedure
Journal of Law and Policy, Staff Editor
Public Service Advisory Board, Member

St. Louis, MO
May 2021

TUFTS UNIVERSITY

B.A. in Philosophy | GPA: 3.81/4.0

Honors and Activities: Jackson Mann Community Center Volunteer (all semesters)
Dean's List (all semesters)
Student Admissions Representative
Appalachia Volunteer (spring 2016)
University Chorus

Somerville, MA
May 2018

EXPERIENCE

Legal Services of Eastern Missouri, St. Louis, MO

Legal Intern – Elder Law Division (Summer 2019)

- Researched statutes and case law regarding housing benefit eligibility.
- Assisted with client intake, interviewing new clients and counseling clients regarding legal strategies.
- Prepared wills, powers of attorney and health care directives.
- Drafted legal education fliers explaining basic estate planning documents.

Starbucks, Corona, CA

Barista (Summer 2018)

- Processed payments, prepared orders and provided excellent customer service.
- Informed customers with dietary restrictions of menu item ingredients.
- Maintained cleanliness of food preparation areas and dining room.

Tufts University, Professor Amy Martin, Somerville, MA

Research Assistant (Summer 2017)

- Compiled research studies examining the phenomenological tradition.
- Performed bibliographical searches, analyzing and summarizing articles.
- Utilized bibliographical software to perform detailed searches of relevant books and articles.

Target Corporation, Corona, CA

Soft Lines Stocker (Summer 2015 and 2016)

- Monitored children's clothing department, stocking items, straightening racks and shelves, and ensuring proper pricing of products.

SKILLS AND INTERESTS

Spanish – Proficient; Scuba diving; Saxophonist in cover band; Writing short stories; California Bar Association, Member.

Lauren Bacall

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EDUCATION

Washington University School of Law St. Louis, MO
Juris Doctor Candidate | GPA: 3.65/4.0 (Top 1/3 = 3.66) May 2021
Honors and Activities: Moot Court; Scholar in Law Award (merit-based scholarship); Asian Pacific American Law Student Association; Global Studies Law Review.

American University Washington, D.C.
Bachelor of Arts, English | GPA: 3.79/4.0, *magna cum laude* May 2018
Honors and Activities: Phi Kappa Phi Honor Society; Dean's List (every semester); Local News Editor, the American University Daily Newspaper.

Thesis: "Mary Wollstonecraft Shelley and the Victorian Ideology of Motherhood."

EXPERIENCE

Financial Industry Regulatory Authority, Department of Enforcement New York, NY
Legal Intern May 2019 - Aug. 2019

- Assisted with investigations, reviewed and categorized documentary evidence of violations.
- Initiated enforcement actions against FINRA regulated firms and stockbrokers.
- Conducted legal research and wrote memoranda regarding FINRA rules.
- Prepared outlines for investigative testimony and hearings.

Whitney R. Harris World Law Institute, Washington University St. Louis, MO
Research Assistant, International Criminal Court Legal Tools Project January 2019 – May 2019

- Assisted with building a database of cases and resolutions concerning war and peace, genocide, crimes against humanity, war crimes and other areas of law relevant to the International Criminal Court.
- Reviewed and classified case law and resolutions to ensure proper categorization within the database.
- Prepared written summary of case law and resolutions.

American University Washington, D.C.
Writing Center Consultant January 2016 – May 2018

- Led private tutorials regarding senior theses, class projects, project proposals and analytical essays.
- Collaborated with peers in order to improve students' writing and confidence.
- Attended weekly meetings to discuss and present current Writing Center theory.

Global Treks and Adventures Washington, D.C.
Research Intern May 2015- August 2015

- Conducted literature reviews regarding Guatemala's social justice issues.
- Wrote a short article published in a regional guide of Guatemala in November 2013.
- Researched conceptions of women's rights within Guatemala.

Apple Bethesda, MD
Sale Specialist June 2014 – August 2014

- Assisted customers in purchasing Apple products and services; helped troubleshoot hardware/software problems.

SKILLS, INTERESTS AND PROFESSIONAL AFFILIATIONS

French (Proficient); Violin and Piano at professional level; Member of the New York Bar Association

THOMAS CRUISE

3567 Forsyth, Apt 4D
St. Louis, MO 63130

tcruise@wustl.edu
314-550-0055

EDUCATION

WASHINGTON UNIVERSITY SCHOOL OF LAW

St. Louis, MO

J.D. Candidate (3.48 GPA)

May 2021

- Honors: Scholar in Law Award (merit-based tuition scholarship for three years)
CALI Award (Contracts)
- Activities: Washington University Law Review, Staff Editor
Phi Alpha Delta, Health Law Society

BELLARMINE UNIVERSITY

Louisville, KY

B.A. in Elementary Education, *summa cum laude* (3.95 GPA)

May 2016

- Honors: William E. Clark Scholar (merit-based, half tuition scholarship for four years)
George Smithey Athletic-Scholar Award (given to varsity athlete with the highest GPA)
Student Government Association Outstanding Representative Award
- Activities: Alpha Lambda Delta Honorary (President)
Student Government Association (Academic Affairs Chair)
Men's Varsity Tennis (Captain)
Resident Advisor

EXPERIENCE

ST. LOUIS CIRCUIT ATTORNEY'S OFFICE

St. Louis, MO

Legal Intern

May 2019 – August 2019

- Assisted in voir dire and drafted a closing argument while second-chairing a robbery trial.
- Conducted legal research, gave presentations, and wrote memos to assist with legal strategy for trials and other proceedings.
- Drafted bench memos and motions for pretrial hearings.
- Participated in a mock trial.

MIDDLEBURY ELEMENATRY SCHOOL

Washington, D.C.

Fourth Grade Teacher

September 2016 – May 2018

- Created daily lesson plans for classroom of 25 fourth graders.
- Tailored lesson plans to cover state required curriculum.
- Implemented positive behavior support program for the classroom and provided faculty training sessions to facilitate school wide adoption of the program.
- Decreased classroom disciplinary referrals by 5% over two academic years through positive behavior reinforcement.
- Chaired the mathematics curriculum committee, with responsibility for selecting new mathematics materials.

YELLOWWOOD ACADEMY

Lima, Peru

Volunteer Teacher

Summer 2015

- Taught English to a class of 45 middle school students.
- Prepared and graded tests; communicated with students and parents regarding student progress and benchmarks.

LANGUAGES & INTERESTS

Language: Fluent in Spanish; reading proficiency in French.

Interests: Collecting rare vinyl records; playing guitar; hiking.

Membership: Washington D.C. Bar Association