**LAW STUDENT COVER LETTER**

Dear Michelle,

I am a first-year student at Columbia Law School writing to apply for a summer legal internship. I first learned of a legal internship opportunity at Tech Corporation through [name of contact, if applicable]. With extensive prior experience at a high growth software company, I believe that I can offer a unique skillset to your company’s continued growth this summer.

I have long been interested in a career that contributes to the development of the global tech market. Prior to law school, I experienced the rapid growth of a start-up software company. At Frugal, I was a member of the business development team and worked closely with its senior management, general counsel and in-house lawyers. When I joined the company, I was one of 50 employees; by the time I left for law school, the company had grown to multiple offices, including an overseas office. It was a rewarding experience to see the fruits of our labor as the company fulfilled its innovative ambitions.

My unique hands-on experience at Frugal enabled me to develop skills that are well suited for the particular challenges of a leanly staffed and quickly expanding legal department. While at Frugal, I worked on projects that included issues in corporate governance for the company’s subsidiaries and international joint ventures, due diligence management for our Series C fundraising, acquisitions of companies, and the march toward an initial public offering. I was also involved in the negotiation of commercial contracts and analyses of product launches in new markets, which often entailed analyses of legal implications. In addition, I regularly communicated with product teams to manage simultaneous work streams under sudden deadlines. I hope to bring these skills in project management, resourcefulness and strong attention to detail to your team this summer. I believe that my entrepreneurial spirit and business acumen would be a strong fit with Tech Corporation’s culture.

I have enclosed my resume as well as my law school transcript. Thank you in advance for your time and consideration. I look forward to hearing from you.

Very truly yours,

Joseph Job