**Jennifer Elliot**  
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The Law Firm of Goode, Justiss, and Fine

1234 Simpson Avenue

Cleveland, OH 44109

ATTN: Ms. Leslie Fine

Dear Ms. Fine:

It is with much enthusiasm that I am submitting to you my application for the position of Junior Associate Attorney that has recently opened at Goode, Justiss, and Fine. I am currently serving as a Law Clerk for Henry Mason, Chief Judge of the US District Court for the Northern District of Ohio. When he heard through the grapevine that this position at your immigration law firm would be opening, Judge Mason alerted me to the opportunity and has offered to serve as a professional reference on my behalf.

During my recent JD studies at Cleveland-Marshall College of Law, I discovered a passion for immigration law, focusing my program of studies in this area; I will be graduating with a 3.89 GPA next week, and am scheduled to take the Ohio State bar exam in April. Prior to my legal studies, I was a paralegal for the commercial litigation firm of Hatchett, Garner, and Winn Attorneys for six years, where I managed a caseload of ~70 cases, earned my certification form ACEDS as a Certified E-Discovery Specialist, and trained the firm’s attorneys in the use of the Symantec e-Discovery Platform.

I can thus bring to you “real world” experience in legal research and drafting, e-discovery, client interviewing and trial preparation, and case management. My transition from commercial litigation work to my goal of becoming an immigration law attorney will also be supported by my advanced fluency in written and spoken Spanish; during my time as Judge Mason’s law clerk, my duties have included serving as a court translator when needed.

Thank you for your consideration of this application; I would be grateful for the chance to meet with you to discuss my qualifications for this position in greater detail.

Respectfully yours,

Jennifer Elliot

Enclosure(s)