

**Student Name**

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September 8, 2017

Ellen Employer, Esq.  
Community Legal Services  
1424 Chestnut Street  
Philadelphia, PA 19101

Dear Ms. Employer:

I am a second-year student at the University of Pennsylvania Law School seeking an internship at Community Legal Services (CLS) for the summer of 2018.

I am particularly interested in working at CLS due to its approach to legal services. In addition to advocating for individual clients, legal services organizations are incredibly well-positioned to engage in systems advocacy. The experiences and needs of the individual clients the organization serves on the front lines directly inform those efforts. I came to law school to be a legal aid lawyer, and I very much want to work for an organization with the capacity and enthusiasm for both types of advocacy. It is clear through its accomplishments that CLS embraces this multi-pronged approach.

Through my experiences working at Community Legal Aid and the Legal Aid Society, I developed skills that will allow me to meaningfully contribute to CLS. I learned to identify and triage clients' legal needs, communicate effectively with diverse clients who may be in crisis or impacted by trauma, and collaborate both with colleagues and community members. I am currently enrolled in the Interdisciplinary Child Advocacy Clinic at Penn Law, and I look forward to further developing my skills by providing legal services in a setting with intense support and feedback.

Attached please find my resume, a list of references, and my unofficial transcript. I am available at 123-456-7890 or student@pennlaw.upenn.edu if you need any additional information. Thank you for your consideration.

Sincerely,

Student Name