

**FRANK STEIN**

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October \_\_, 20XX

[Name]  
[Position]  
[Firm]  
[Address]

Dear XXX:

I am writing to apply for the pharmaceutical litigation senior associate position in the San Diego office of YY&Y. As a Southern California lawyer and Penn Law graduate with substantial experience defending pharmaceutical and medical device claims in both federal and state courts, I would be able to immediately handle the firm's client matters at all levels.

Having served as a judicial clerk in the Philadelphia Court of Common Pleas, where I worked closely with the court's nationally recognized Mass Tort Program, I am very familiar with the case management and related docket issues particular to mass tort litigation. Following my clerkship, I joined XXX, LLP in Los Angeles as a litigation associate and, for the past five years, I have concentrated my practice on representing pharmaceutical companies in nationwide products liability litigation involving well known drugs and devices. My experience has included all aspects of discovery, motion practice, and pretrial preparation, as well as performing legal research and writing countless memoranda of law and briefs. In addition to my work on the products liability side, I have also gained experience in defending pharmaceutical companies subject to federal sales and marketing investigations. During all litigation matters and investigations, I have had substantial client contact and have developed close client relationships.

I have attached my resume for your review and would welcome the opportunity to speak with you to discuss this opportunity at YY&Y. I am also available to meet with you in San Diego at your convenience.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Frank Stein