

SAMPLE for JOINT DEGREE – JD/MA International (Lauder)

Marianne Jenkins
2400 Chestnut Street #1213
Philadelphia, PA 19102
(215) 123-4567
marijen@pennlaw.upenn.edu

September 3, 2018

Andrew Reed, Esq.
ADDRESS

Dear Mr. Reed:

I am writing to apply for the 2018 Summer Internship position at Smith Jones in the East Asia Practice Group. I am currently a 2L student at the University of Pennsylvania Law School, as well as a candidate for the M.A. in International Studies degree from The Lauder Institute at the University of Pennsylvania.

The position in Smith Jones' East Asia Practice Group is especially well matched with my background and experience. My training at Penn Law has provided me with strong skills in legal research, analysis and writing. In addition, I have language fluency and working professional knowledge of the region's various economies, that will ensure my ability to understand and effectively serve Smith Jones' clients.

While living and working in Shanghai and in Tokyo, I developed a deep understanding of the region, along with a personal network that I continue to expand. Now in law school, I continue to pursue regional expertise through the Lauder Institute where my focus is on business in Asia. In this program, my understanding of this region has been enhanced by traveling and meeting with business leaders in China and Japan who work in some of the most important sectors of the economy, such as automotive manufacturing, pharmaceutical research and development, and technology start-ups. Through these experiences, I have acquired cultural as well as professional competencies that will contribute to the success of the East Asia Practice Group.

I have attached my resume and current transcript for your review. I am excited by the possibility of joining Smith Jones' East Asia Practice Group next summer, and I would welcome the opportunity to meet with you at your convenience.

Sincerely yours,

Marianne Jenkins