

Sample 3L Cover Letter
Investment Banking

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DATE

Paul Miranda, Esq.
Go Go Bank
3207 Main Street
Philadelphia, PA 19134 Dear

Mr. Miranda:

I am a third year student at University of Pennsylvania Law School and am writing to seek a permanent position at Go Go Bank after I graduate in May.

I am very interested in Go Go Bank due to its strong international ties, in particular those with the United Kingdom. As noted on my resume, while employed at Money Bags Legal last summer, I worked on numerous deals including a \$19.6M stock repurchase and a \$400M acquisition. I also was counsel for a \$340M settlement for a multinational client.

A copy of my resume is enclosed. I look forward to the opportunity to discuss the possibility of working at Go Go Bank. I can be reached at 846-555-1212 or by email, student@pennlaw.upenn.edu. I thank you in advance for your consideration.

Sincerely,

Stephen Smith

Enclosure