

**JANE DOE**  
11 Smith Ave  
Washington, DC 20001  
(202) 123-4567  
jdoe@americalaw.edu

July 29, 2019

Mary Jones  
Legal Aid Society of North America  
One Main Street,  
New York, NY

Dear Ms. Jones,

I am a second-year law student at America Law School writing to apply for the internship position in the Family Law Unit. I am passionate about furthering the interests of individuals not afforded traditional access to the justice system, and I have devoted much of my education, work experience, and extracurricular activities to the area of family law and domestic violence. I am confident that the research, writing, and advocacy skills I have garnered in law school have well equipped me for this position.

I am committed to a career that serves victims of domestic violence, and I have already begun to achieve this goal by helping low-income families and children. Last summer, I was a student fellow at the America Legal Aid Bureau. As a student attorney, I was responsible for every stage of divorce, custody, and guardianship proceedings for low-income clients who were victims of domestic violence. In this role I successfully researched and utilized relevant case law, and drafted petitions for divorce, motions, and separation agreements for my clients. I also became confident while presenting arguments in the courtroom, and comfortable counseling clients. I successfully handled over ten complicated cases as a student attorney, and my greatest accomplishment was successfully proving during trial that my client was subjected to cruel and abusive treatment during marriage, and the judge ultimately granted the divorce in favor of my client.

Furthermore, through my volunteer work with the Safe House, a non-profit organization that provides holistic assistance to victims of domestic violence, I have learned more about the cycle of abuse and best practices to remove children and victims from their abusers. I participate in court advocacy projects that assist victims in obtaining orders of protection, and outreach initiatives to help spread information about what services are available. Through this work, I have gained a deep understanding and passion to serve this community, and believe an internship with your organization will allow me to develop the skills and knowledge necessary to be an outstanding advocate for low-income victims of domestic violence in my future career.

I am committed to advancing the interests of the Legal Aid Society of North America in creative, effective ways through a summer internship, and I would greatly appreciate an opportunity to meet with you to discuss my interest in this position. Thank you for your time and consideration.

Respectfully,

Jane Doe