

Sample Cover Letters

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John Doe
1- 1234 12 St SW
Calgary, AB
T1T 1T1

October 1, 2010

Sarah Gingrich
Chair of Student Committee
Fasken Martineau DuMoulin LLP
3400 First Canadian Centre
350 7 Ave SW
Calgary, AB
T2P3N9

Dear Ms. Gingrich,

Re: Summer Position

I would like to be considered for the Summer Student position at Fasken Martineau DuMoulin LLP. I have enclosed my resume and undergraduate transcripts highlighting my skills and attributes beneficial for the position.

In researching the different law firms in Calgary, it became immediately apparent that Fasken Martineau DuMoulin LLP is my preferred destination. I am very interested in the training program offered for summer students and the opportunity to work specifically in corporate commercial matters due to my work experiences.

My past experiences have enhanced several skills which have positioned me for success as a Summer Student. Through my work experiences at Scotiabank, I have developed my interpersonal skills by establishing and developing customer relationships during a difficult economic environment. I have also solidified my leadership skills through successfully starting and running my own small business, Educated Edge Exam Services. In addition, I have greatly improved my time management skills by managing a full-time work position, studying for both my LSAT and GMAT, becoming actively involved in the community and playing on several sports teams these past few years. My success in this area is evidenced by being accepted into both the law and business school of my choice as well as being awarded as 'Best of the Best' both years with Scotiabank.

Thank you for your time and I hope to have the pleasure of meeting with you to discuss further.

Sincerely,

John Doe

John Doe
77 Strawberry Hill SW
Calgary, AB
T2T 2T2

October 3, 2011

RE: Application for 2012 Summer Law Student Position

To Whom It May Concern,

I am applying for a 2012 summer law student position at Fasken Martineau. I am a first year law student studying at the University of Calgary. I obtained my undergraduate degree from the University of British Columbia in 2008 with a BAsC in Geological Engineering. Also, I am recognized as a Professional Engineer (P. Eng) by the Association of Professional Engineers and Geologists of Alberta (APEGGA).

To date, I have worked for more than 3 years as a facilities engineer and 16 months as a co-op student engineer. During my time as a facilities engineer, I have provided on site engineering support to numerous sweet and sour gas plants and oil flood operations. All plant modifications required development of project specific design basis memorandums, process flow diagrams, P&IDs, electrical drawings and plot plans; as well as ensuring all modifications met the requirements of the applicable ASME, API or CSA standard. Some of these projects were confidential and required the management of sensitive information.

In addition, my key achievements include:

- € Responsible for providing operational engineering support to five BP gas plants, approximately thirty compressor sites and a few hundred well sites located in the Kirby North, Kirby South, Leismer, St. Lina and Marten Hills fields.
- € Accountable for timely execution of capital projects in the House Mountain, Snipe Lake and Belloy oil fields. These projects include installing a 10km eight inch line loop, repairs of failed pipelines, optimizing H2S and CO2 processing and replacement of 5km ten inch pipeline.
- € Received BP excellence awards as recognition for extensive up front planning and execution of engineering projects for two plant turnarounds.
- € Designed and executed facility upgrades with BP Canada and Apache Canada that totaled over \$1,000,000 and \$7,000,000 respectively.
- € Knowledgeable in the operation of sweet and sour gas plants, oil batteries, oil satellites, compressor and well site facilities.
- € Discovered a major error on a pile location drawing and saved an estimated \$100k in on-site rework. This accounted for roughly 45% of the total budget.
- € Prepared a report outlining the most cost effective length for horizontal wells in the Jean Marie Formation and presented the results to EnCana management.
- € Received a scholarship for academics at UBC.

After browsing Fasken Martineau recent transactions and cases, I feel that the Calgary office provides students with an unparalleled opportunity to experience many different areas of law and practice in a variety of industries. My resume is attached and references are available upon request. I look forward to meeting with you and can be contacted at johndoe@hotmail.com or 403-606-0842.

Sincerely,

John Doe, P.Eng

JANE DOE

XXX Avenue | Apt XXX | Windsor ON | N9B XXX | (519) XXX-XXXX
XXX Blvd | Toronto ON | M5M XXX | (416) XXX-XXXX
doe@uwindsor.ca

September 5th, 2012

Ms. Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400
Bay Adelaide Centre, Box 20
Toronto, Ontario M5H 2T6

Dear Sally:

Re: 2013 Summer Student Position

Please accept this letter and enclosures as my application for a 2013 Summer Student Position at Fasken Martineau DuMoulin LLP. As a law student at the University of Windsor with previous professional experience as an Electrical Engineer, I am interested in a large, full-service firm that will allow me to apply and broaden my wide-ranging skills and interests. Since I studied engineering and was accepted into Windsor Law's Advanced IP & Business Practicum, I am interested in intellectual property but would also like to explore other areas of law. Having followed an inspiring Trial Advocacy course this summer at Monash University in Kuala Lumpur, and having been coached by The Honorable George Hampel AM QC, I am eager to join a firm with a strong focus on litigation. My entrepreneurial experience of starting a Sole Proprietorship, XYZ Tutoring, led me to a keen interest in business and commercial law.

Prior to entering Law School, I worked for two years at a Toronto Research and Development Consulting Firm, ABC Inc. This experience provided me with the fundamental skills necessary to contribute to your firm next summer and into the future. The work required creativity, analytical thinking, problem solving, large scale presentations, proposals, quotations and meetings with clients, and project management with billable hours. My projects involved the *Green Energy Act*, Smart Grid, FIT, Ontario Energy Board Regulations, software development and financial planning for distribution utilities.

During my undergraduate degree, I excelled as a leader in many extra-curricular activities. I led a committee of five Chairs, 15 Managers, 100 Designers, Security, Engineers, and Construction companies in a year-long project to convert Grant Hall into The Queen's Science Formal. As a dedicated athlete, I swam on and coached the Varsity Synchronized Swimming team. My demanding academic degree combined with my leadership roles improved my time management, organization skills and ability to thrive under pressure.

I am passionate about being actively involved in the community. This year, I have the privilege of being the co-chair of Windsor Law's External Outreach Committee. The committee organizes student volunteers for initiatives including the Soup Kitchen, the Boys and Girls Club and several charity events. I also volunteered at Community Legal Aid as a caseworker and am involved in the Student Law Society as an Orientation Leader, Social Committee member and Law Games 2013 Committee member.

Thank you very much for taking the time to consider my application. I look forward to hearing from you.

Best regards,

Jane Doe

Encls.: resume, transcripts

Jane Doe

555 Law St., Toronto, Ontario A1B 2C3
janedoe@email.com
555.555.5555

Ms. Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
Bay Adelaide Centre
333 Bay Street, Suite 2400, Box 20
Toronto, Ontario M5H 2T6

September 1, 2012

Dear Ms. Woods:

Re: Second Year Summer Student Position 2013

I am a second year student at Osgoode Hall Law School and I am writing to express my interest in Fasken Martineau DuMoulin LLP, a preeminent business law firm with a collaborative approach. Please accept this letter and the attached résumé and transcripts as my application.

My experiences have equipped me with a foundation of skills and attributes that will enable me to contribute significantly to the Fasken Martineau team. I have honed excellent prioritizing and organizational skills by successfully participating in my community, maintaining part-time employment, and achieving academic success. My longstanding employment with the City of Toronto is indicative of both my commitment to my employer and their confidence in my communication, leadership, and collaboration abilities by promoting me to a supervisory role in a high-pressure setting. In this capacity, I think quickly and act calmly to respond to potentially life-threatening situations and coordinate and support a team of staff as emergency care is provided. I also deliver first-rate client service by developing relationships, anticipating needs, and meeting expectations. I have cultivated analytical skills by examining programs, identifying gaps, and proposing new initiatives. Through my employment and extracurricular activities, I have demonstrated the faculty necessary to work successfully with people from diverse backgrounds. I communicate in a clear and concise manner and am sensitive to my audience.

Fasken Martineau's excellent reputation, diverse practice, and strong client focus make it an ideal place to learn and grow as a lawyer. Based on my work and volunteerism activities, I have an interest in labour and employment law as I gravitate towards direct interaction with people, however, I am still eager to explore work in other practice areas as I am looking for a broad experience before determining the path of my legal career. I was also drawn to the firm when I learned that students are encouraged to participate in a secondment to further expand their experience of the legal field. At Fasken Martineau, I would welcome the variety of work and level of responsibility students are given. I would work diligently to ensure that my teams were successful and contributed to the firm.

I believe that I possess the initiative, work ethic, strong interpersonal skills, and enthusiasm that will make me a valuable addition to your team at Fasken Martineau both as a student and later as a lawyer. I look forward to discussing the position with you. Thank you for your consideration of my application.

Best,

Jane Doe

Jane Doe

123 Richmond Street, Apt 456 • London, ON N3Q 7A8 • 416.555.5555 • jdoe@uwo.ca
Home: 112 Yonge Street • Toronto, ON L4G 8K9

Ms. Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400
Toronto, Ontario
M5H 2T6

Dear Ms. Woods,

I am pleased to enclose my application for a 2013 summer student position. My interest in Fasken Martineau DuMoulin LLP was confirmed after I attended the Resume and Interview Preparation Workshop. Mr. Doe was extremely helpful and the multiple workshops held throughout the afternoon offered me insight into the culture at Fasken Martineau.

I am entering my second year of law at Western University, having completed my first on the Dean's Honours List. Prior to law school, I completed my Bachelor of Arts at New York University and my Masters of Science at Columbia University.

I greatly enjoyed the six years that I spent in New York; however, my intention was always to return to Toronto for my professional career. I believe that working at Fasken Martineau will allow me to continue my professional development and train with the best in the legal profession. Since this is my 3rd degree, I realize that law is my niche. I thoroughly enjoyed my first year of law school and I am energized every time I solve a challenging legal problem. I know that by working at Fasken Martineau, I will continue to experience the excitement of thinking through the complexities of law.

This summer I am working for both the Dispute Resolution Centre (DRC) and Community Legal Services (CLS). As the DRC Student Coordinator, I am responsible for managing all of the community outreach projects, student recruitment, updating the mediation and negotiation curricula and managing all of the administrative duties. In addition, I have conducted approximately 100 intakes with residents of the London and Middlesex communities and I have mediated several disputes. I also carry a caseload of clients from CLS spanning multiple practice areas. Managing these multiple responsibilities and obligations required that I develop my legal knowledge and skills in a fast paced environment while maximizing quality outputs by being organized and having strong time management skills.

Given Fasken Martineau's reputation of excellence in all of your practice areas, summering and articling with you will give me the opportunity to determine in which area of law I will best excel. At this point, I am open to all areas of practice. That said, my favourite first year course was Contract Law. I was pleased to have my bias reinforced when my Professor distributed my mid-term exam to the class of 80 students, to be used as an example in preparation for the final exam.

I hope that you, like me, believe that I am a strong candidate for your firm. I look forward to hearing from you and to hopefully meet you through the selection process.

Sincerely,
Jane Doe

Jane Doe

123 Princess Street, Apartment #6 | Kingston, Ontario K1B 1Q6 | Jane.Doe@queensu.ca | (613) 123-1234

August 28, 2012

Ms. Sally Woods
Director, Professional Development
Fasken Martineau Dumoulin LLP
333 Bay Street, Suite 2400
Bay Adelaide Centre, Box 20
Toronto, Ontario
M5H 2T6

Dear Ms. Woods,

Please accept this letter along with the accompanying documents as my application for a summer position at Fasken Martineau Dumoulin LLP. In addition to attending the Firm Tour, my conversation with you about the firm has stimulated my interest in Fasken Martineau as a workplace. Fasken Martineau's dedication to being one of the foremost business law firms in Canada assures me that it would be an ideal home for me to both become a lawyer and grow as a professional. While I have a particular interest in the Corporate/Commercial and Mergers & Acquisitions groups at Fasken Martineau, I am also open to exploring other areas such as your firm's Litigation & Dispute Resolution group. My upcoming participation in the Clinical Correctional Law Project will give me an opportunity to develop advocacy and research skills through representing clients at hearings before the National Parole Board and the Penitentiary Disciplinary Courts.

Prior to enrolling in law school, I worked as an associate in the Commercial Banking Group at ABC Bank. As an associate, I managed a portfolio of corporate clients and learned the importance of maintaining existing relationships while always being hungry to solicit new business. I developed analytical skills through performing due diligence on our borrowers and their business industries and providing recommendations to our credit risk management team. Working closely with a Relationship Manager and a Client Support Officer, I learned how to collaborate with other professionals within a team to deliver quality and timely service to our clients. I was able to develop a high comfort level communicating with both colleagues and clients ranging from administrative to executive levels. My experience at ABC has equipped me with a versatile set of skills that I believe are transferable to a legal career and I hope to have the opportunity to further cultivate these skills at Fasken Martineau.

My role as VP of Finance of the Law Students Society (LSS) is of great importance to me. Throughout the summer, I have been advising the Club Governance Committee, the Orientation Committee and VP of Activities on funding for several events, including the annual Queen's Welcome Day and our 3-week Orientation. I have been acting as the gatekeeper between club heads and the LSS President and have learned the importance of balancing competing interests in deciding how to allocate the school's funds. I am confident that my role as VP of Finance will strengthen my conflict management and multi-tasking skills, which will prepare me to effectively tackle the potential challenges lawyers face.

Thank you for taking the time to review my application and I look forward to hearing from you.

Sincerely,

Jane Doe

JOHN L. DOE

123 Weston Street ▪ West Coast, BC ▪ A1B 2C3 ▪ (123) 456-7891 ▪ johndoe@u.school.ca

September 7, 2011

Ms. Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400
Bay Adelaide Centre, Box 20
Toronto, Ontario, M5H 2T6

Dear Ms. Woods,

RE: 2012 Summer Position

Please accept this letter, the attached résumé, references and transcripts as my formal application for a 2012 summer position at Fasken Martineau DuMoulin. I am a second year student at the University of West Coast, Faculty of Law. As a native of Toronto, it is my desire to pursue a career in law in my hometown following graduation in 2013. Fasken Martineau is an ideal choice of firm as it has a broad practice area that will allow me to learn, develop and contribute professionally.

Given my combination of skills, education and work experience, I believe I would be an excellent candidate for a summer position with your firm. In both my schooling and in my employment positions, I have developed the skills needed to quickly and effectively research complex topics and analyse them critically. Moreover, dealing with both internal and external stakeholders taught me the crucial ability to present information at the appropriate level of detail for each audience. Further, my experience working in the technology sector as well as my Masters in Philosophy of Science and Technology is a natural fit for Fasken Martineau's Technology and Intellectual Property practice group.

Beyond interest in Fasken Martineau's practice groups, one of the largest factors in my decision to apply to your firm is the people. During the Toronto Firm Hop this May, members of Fasken Martineau went out of their way to give the visiting students as much information as they could in order to ensure our success in the OCI process. That the firm and partners would invest so much time in us makes me believe Fasken Martineau is a place where people work together to succeed together. This is exactly the environment I wish to work in, and it is completely unique among all the large Bay Street firms I visited. These factors made me truly excited at the possibility of working for your firm, and I firmly believe that I can contribute both in terms of work and maintaining the positive, collegial atmosphere that characterizes Fasken Martineau.

I hope you will strongly consider my application and come away as impressed with me as I am with your firm. I would be delighted to interview for a position and can be contacted by phone or email at your earliest convenience.

Sincerely,
John L. Doe

John Doe
123 Ridgeway Gate
Halifax, NS A1B 2C3
(123) 456-7891
johndoe@dal.ca

2 September 2011

Ms. Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400
Toronto, Ontario M5H 2T6

Dear Ms. Woods,

I am entering my second year of studying law at the Schulich School of Law at Dalhousie University. Please accept my attached application package for a 2012 summer student position at Fasken Martineau's Toronto office.

I am drawn to Fasken Martineau because of its summer student program. Fasken Martineau's individualized summer student experience, unique mentoring model and TEAM work program demonstrate a deep commitment to making the difficult transition from law school to legal practice as seamless as possible. Moreover, I am impressed with the firm's dedication to student-client relationships, demonstrated through the Client Service Initiative. Similarly, Fasken Martineau's enthusiastic attitude towards secondments for all summer students is refreshing. Overall, the summer student program aligns with my passion for learning, sharing and growing.

These impressions were tested when I attended the firm tour in August. The presentation and subsequent conversations with articling students confirmed my initial thoughts of the firm. In particular, my discussions with Jane Doe and John Smith were informative. Their candor, good-natured attitude and passion for law spoke volumes about Fasken Martineau's rewarding work and supportive environment.

My employment and educational experiences have equipped me with fundamental skills that will enable me to contribute to Fasken Martineau next summer and into the future. Prior to law school, I worked abroad teaching English-as-a-Second-Language (ESL). Preparing lesson plans and leading classroom activities greatly increased my time management skills. Equally important, teaching varying levels of English to a wide range of age groups in different countries enhanced my interpersonal skills. This allowed me to become an effective communicator and adaptable team player. I also learned to approach issues from different perspectives. At law school, I strengthened my legal research, writing and analytical skills through academic study and a summer research assistant position. My ongoing work as a student editor continues to sharpen my attention to detail. Taken together, these experiences compel me to look for informed, creative and effective solutions.

Please find attached my resume, undergraduate transcripts and law school transcripts. Thank you for taking the time to consider my application. I look forward to hearing from you.

Sincerely,
John Doe

-John Doe-

123 Centre Court · Toronto, Ontario · A1B 2C3
(123) 456-7891 · john.doe@utoronto.ca

September 2, 2011

Ms. Sally Woods
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400
Bay Adelaide Centre, Box 20
Toronto, Ontario M5H 2T6

Dear Ms. Woods:

Re: Application for 2012 Summer Student Position

I am a second year student at the University of Toronto, Faculty of Law and I am writing to express my deep interest in a position with Fasken Martineau DuMoulin LLP as a 2012 summer student.

I strongly believe that I would be a strong addition to Fasken Martineau. I am applying due to your firm's outstanding reputation in several areas in which I have a demonstrated interest. I have particular interest in your internationally recognized litigation practice.

I have demonstrated strong oral communication skills that would allow me to make significant contributions to your firm. For example, as part of my internship this summer with the AB Council (ABC) I was responsible for teaching thirty youth a course in Government and Politics six to nine hours per week. Teaching a course involving complicated terminology and concepts to students learning in their second language required me to communicate in a clear and unambiguous manner. I also participated in both the "Baby Gale" First-Year Competitive Moot and the Fasken Martineau Trial Advocacy Workshop. In addition, my prior responsibilities as head coach of a rowing team and coordinator of multiple programs for individuals with special needs afforded me the opportunity to hone clear communication skills while holding positions of responsibility. Further, in my experiences as a coordinator and coach I have been responsible for engaging in frequent communication with a wide variety of stakeholders. As a result, I have developed extremely strong interpersonal skills.

I have also demonstrated the capacity to excel in written advocacy. Throughout my university career, I have received accolades for my clear writing style. As a researcher for Community Legal Assistance Services, a volunteer for Downtown Legal Services and an intern for the AB Council, I received the opportunity to complete research projects, prepare comparative analyses and legal memoranda, publish news commentaries, draft complicated submissions to the United Nations and develop a novel legal argument for publication in the ABC legal journal. As a result of these experiences, I have developed clear and concise written communication skills and creative strategizing abilities.

I believe my initiative, commitment to excellence, drive and enthusiasm set me apart. Most clearly, these attributes were demonstrated when I founded the JKL program for children with special needs. These qualities have also been evidenced by my varying academic and non-academic successes, heavy involvement in every community that I have been a part of, competitiveness and desire to surround myself with equally passionate and dedicated people. I had the opportunity to meet a number of Fasken Martineau lawyers at the trial advocacy workshop and it was evident to me that the firm shares these attributes.

I know that I would be a valuable asset to Fasken Martineau and would welcome the opportunity to discuss this position further in an interview. Thank you for considering my application.

Yours Sincerely,

John Doe

John A. Doe

123 Steele Ave., Apt. 4F, Ottawa, ON A1B 2C3
123-456-7891 • john.a.doe@gmail.com

September 1, 2011

Ms. Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
333 Bay Street, Suite 2400
Bay Adelaide Centre, Box 20
Toronto, ON M5H 2T6

Dear Ms. Woods:

Re: Fasken Martineau DuMoulin LLP Summer 2012 Recruitment

Please consider this letter and my enclosures as an application for a summer student position at Fasken Martineau DuMoulin LLP (Fasken). I am entering my second year of law school at the University of Ottawa, and I have a genuine desire to explore my wide-ranging interests at a large, full-service firm. Fasken's reputation as one of the world's leading international business firms and its work across multiple areas of business, industry, and government promise a vibrant and challenging work environment. Also, your firm's diverse hiring policy and its extensive orientation and training program is clear proof of a commitment to student success. I am particularly interested in your firm's policy of working with students to design a summer program based on their interests. For these reasons, I would eagerly welcome the opportunity to gain legal expertise at Fasken Martineau DuMoulin LLP.

My professional experiences provided me the skills necessary to contribute to your firm. Before coming to law school, I worked for two years as an editor and marketer in travel publishing, where I developed communication, organization, and time management skills. I am currently a Research Assistant for Professor Jane Doe, who splits her time teaching and acting as counsel. I spent this past summer helping her prepare for several cases, one of which was heard in Federal Court. During this time, I developed trial advocacy skills by drafting scripts for examination and cross-examination and by working closely with one of our expert witnesses, helping her prepare to give testimony. I also managed the behind-the-scenes work of litigation by preparing documentation to be used throughout trial. To complement my work in the courtroom, I drafted legal memoranda to answer specific questions relevant to the case, allowing me to practise my legal analysis, research, and writing skills.

In my first year of law school, I sought out opportunities to broaden my legal skill set. For example, I worked as a Research Assistant for the Centre for Law, Technology, and Society, where I investigated the history of copyright law in relation to eighteenth century authors. I volunteered with Pro Bono Students Canada, where I drafted a funding proposal for submission to provincial law foundations. I also participated in the Nelligan O'Brien Payne First-Year Moot Court Competition, for which my partner and I were awarded 1st place for outstanding oral advocacy. As well, in the upcoming year I will be an Assistant Editor at the Law Review and a caseworker at the Community Legal Clinic. I plan to continue developing my legal training in researching, drafting, and advocacy in these positions while taking on new and challenging tasks.

My professional, volunteer, and academic experiences demonstrate my dedication to learning and practising law, and I believe I could contribute much to Fasken Martineau DuMoulin LLP in the short and long term. Thank you for your consideration of my application. I would be pleased to meet with you to discuss any questions or interest you might have in my experience.

Sincerely,

John A. Doe

Jane L. Doe
1234 Abbey St. □ Halifax, NS □ A1B 2C3
jane.l.doe@dal.ca □ (123) 456.7891

September 1, 2011

Sally Woods
Director, Professional Development
Fasken Martineau DuMoulin LLP
Bay Adelaide Centre
333 Bay Street, Suite 2400, Box 20
Toronto, ON M5H 2T6

Dear Ms. Woods,

Re: 2012 Summer Student Position

I am currently in my second year of studies at the Schulich School of Law, Dalhousie University. I am writing to express my interest in a summer student position at Fasken Martineau. I am a native of Manitoba, but spent this past summer living and working in Toronto. I have both family and friends in the Toronto area, and hope to work in the city again next summer, as well as after completing my law degree.

The summer program at Fasken Martineau is both impressive and appealing. In particular, I am drawn to the possibility of tailoring the summer student experience to suit individual interests and the opportunity to participate in an external secondment. I have an interest in mining law, and was therefore pleased to learn that you have a strong practice group in this area. With that said, however, I would be eager to gain experiences in a variety of different practice areas through your summer program, as I have yet to determine the direction of my legal career. In August, I had the pleasure of meeting with one of your partners, Jane Smith, which allowed me to gain a better sense of whether Fasken Martineau would be a good fit. She shared her personal experience of working at Fasken Martineau and was kind enough to answer my questions and provide a brief tour of the firm.

I believe my organizational and time management skills, and my ability to work well in stressful environments, contributed to my overall success in my first year of law school. My employment experience this past summer at the Legal Services Branch of the Ministry of Development allowed me to strengthen my analytical reasoning and problem-solving skills, and gain confidence in my legal research and writing. I work well independently, but also enjoy collaborating with others. I have strong interpersonal and communication skills, which have facilitated positive interactions with fellow students, lawyers, and clients. Finally, I am a very motivated, outgoing individual who is committed to staying active within the community through volunteer work and other extra-curricular activities. I believe all of these personal, professional, and academic qualities would enable me to make a valuable contribution as a summer student at Fasken Martineau.

Thank you kindly for taking the time to consider my application. I may be reached at the e-mail address and telephone number above should you have any questions. I look forward to meeting with you when you visit the Schulich School of Law at the end of September.

Sincerely,
Jane Doe