

# Jennifer Rowland

---

1234 28<sup>th</sup> Street NW, Washington, DC 20007 • 202-123-4567 • jrowland@gmail.com

Jane Smith  
Brownell & Decker, LLP  
432 20<sup>th</sup> Street NW, Suite 1200  
Washington, DC 20052

Dear Ms. Smith,

John Brown suggested that I contact you about an associate position with Brownell & Decker, LLP. I am particularly interested in your firm because of its extensive corporate finance practice. In addition, I was raised in Washington D.C. and have recently returned to the area. Enclosed please find a copy of my resume for your review.

I received a J.D. with honors from The University of Texas School of Law in 2006. Most recently, I served as an associate at Vinson & Elkins, LLP in Dallas, Texas where I specialized in corporate and business financing as well as securities and capital markets.

Through my tenure at Vinson & Elkins, I gained valuable experience in the areas of corporate finance, commercial contracts, and general corporate matters. I represented both financial institutions and corporate borrowers in structuring and negotiating loan transactions, workouts and public and private debt placements and represented corporate clients in drafting and negotiating various types of commercial contracts. Most notably, I was chosen to be on a small team of attorneys involved in the workout of \$500 million of secured real estate loans to limited partnerships through a roll-up into a master limited partnership.

After living in Austin for several years, I made the decision to return to Washington, DC. I am very excited about the opportunity to work for Brownell & Decker, LLP. I will contact you in the next two weeks, and, if possible, arrange a time to meet that will be convenient for you. Thank you in advance for your consideration.

Sincerely,

Jennifer Rowland

Enclosure