

Sample Mail Merge Template – Inserted fields are denoted in boldface. Do not boldface in actual letter.

MS. LEE MARSHALL

999 E. 32nd Street
Austin, TX 78705
(512) 555-8793
leemarshall@mail.utexas.edu

December 1, 2009

«Prefix» «First_Name» «Last_Name»
«Title»
«Organization»
«Office_Address1»
«Office_Address2»
«Office_City», «Office_State» «Zip»

Dear «Prefix» «Last_Name»:

I am a first-year student at The University of Texas School of Law and am interested in working at «**Organization**» as a summer associate. My family is originally from Austin, and I hope to practice law here.

I am interested in «**Organization**» because of your firm's commitment to doing excellent legal work and making a difference in the community. I believe that I am capable of excellent work based on my educational and work background. I graduated *magna cum laude* from Wellesley College, where I was elected to Phi Beta Kappa and was selected as the student graduation speaker. I worked for the past two years as a financial analyst at Salomon Smith Barney in New York City. Not only did this experience sharpen my research and analytical skills, but it also taught me the value of excellent service to clients. Like your firm, I have always valued community service. I have participated in seven Habitat for Humanity house constructions to date, and I led the Salomon Smith Barney Habitat team last year.

I believe that my skills and interests are well-suited to the work of your firm. I would appreciate the opportunity to discuss a summer clerkship with you further. I am available to interview at your convenience and may be reached at the above phone number and email address.

Thank you for your consideration.

Sincerely,

Lee Marshall

Enclosure