

*SAMPLE COVER LETTER*  
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November 5, 2008

Johnny Depp, Esq.  
Depp & Bloom  
25 Broadway Street  
Orlando, FL 33333

Dear Mr. Depp:

I was delighted to read about your associate position opening from the Florida Bar News. I will be graduating from Florida State University College of Law in May 2009 and am qualified for this position because of my legal education, work experience with the U.S. Securities & Exchange Commission, and compliance background. Your firm is of particular interest to me because of your specific involvement in securities regulations work.

The legal intern position I held last summer with the Securities and Exchange Commission in Washington D.C., was an excellent learning experience and underscores my interest in that area of law. While working as an intern, I was able to learn federal securities law. I was able to develop my computer research skills and legal writing skills by assisting S.E.C. attorneys in preparing discovery for federal litigation.

Additionally, my work experience at Merrill Lynch prior to attending law school focused on securities compliance. During my tenure at Merrill Lynch, I was able to serve as the liaison between customers and administration regarding all securities issues for the Southeast region of Georgia. This position required me to communicate effectively with clients, work under deadline pressure, and prioritize multiple responsibilities.

I plan to visit my parents in Orlando the week of December 18th, and I look forward to the opportunity to interview with you during that time at your convenience. I will contact your office the week of November 14<sup>th</sup> to confirm receipt of my documents, answer any questions you may have, and see if we might be able to find a time to meet in person.

Thank you for your consideration.

Sincerely,

Keira Knightley

Enclosure