

SAMPLE JOB ANNOUNCEMENT – LLM STUDENT

Hart & Hartson LLP is seeking an intern for the summer 2012.

The intern will assist attorneys in the International Arbitration Practice Group in Washington, DC. Candidates must be current law students at American University Washington College of Law and be focusing their studies on international arbitration. Previous experience working in a civil law jurisdiction is a plus.

Fluency in English and Spanish is required for this position, as well as availability to work between 20 to 30 hours per week during the summer, with a possibility to extend the internship term for the fall 2012.

Interested candidates please send a cover letter and resume to interns@hhdc.com by March 28 2012.

*The following cover letter is an example of how you might respond to this job posting.

Mariana Sanchez

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Washington, D.C. 20008

Mobile: (202) 246-5594
Email: msanchez@yahoo.com

March 14, 2012

Christopher A. Smith
Partner
Hart and Hartson, LLP
1800 K Street, N.W., Suite 125
Washington, D.C. 20006-1238

Dear Mr. Smith:

I am a licensed Chilean attorney currently enrolled in the International Legal Studies Program (LL.M.) at American University Washington College of Law. I am interested in gaining practical experience in international arbitration and upon my LL.M. graduation in May 2013, I intend to work for a law firm in Washington, DC with a strong investment arbitration practice such as Hart and Hartson, LLP.

Comment [j1]: It is important to explain why you are interested in that employer specifically.

While in law school in Chile, I worked as an intern for the law firm of Rosario and Castillo, where I dealt with commercial arbitration cases arising from construction contracts. Since several of our clients were from other countries in Latin America, I have great experience in cross border disputes and transactions. After my law school graduation in Chile, I worked as an associate for the Chilean office of Baker and Turner, an international law firm specializing in international business transactions, including international arbitration. During my three years as an associate attorney at Baker and Turner, I advised clients in international commercial arbitration disputes under the UNCITRAL rules. I have also drafted contracts including arbitration clauses to reflect our clients' business needs. I have excellent legal drafting skills in Spanish, English and French and I enjoy working in a diverse environment.

Comment [j2]: In this paragraph, you should highlight the most relevant aspects of your prior work/academic experience, without regurgitating the entire resume. This is your opportunity to show the employer what you can bring to the organization.

As you will see in my resume, I have focused my legal education both in Chile and the United States in alternative dispute resolution, including mediation and international arbitration and chose work opportunities that would give me experience in both areas. With a strong academic and professional background in arbitration, I am confident I can greatly contribute to the International Arbitration Group at Hart and Hartson, LLP in Washington, DC. I am eager to expand my practical knowledge in Investor-State Arbitration disputes, and working for your firm would fit my career goals.

Comment [j3]: The position requires fluency in Spanish, and this applicant takes the opportunity to also emphasize her legal writing skills.

Comment [j4]: Summarizing the applicant's prior experience and why she would be an asset to the firm.

I have enclosed my résumé for your consideration. I would very much welcome the opportunity of talking to you further about the possibility of working at Hart and Hartson, LLP starting this summer. I will contact you next week to follow up. Thank you for your time and attention.

Comment [j5]: Feel free to mention any follow-up that you are planning – just make sure that you actually follow through!

Sincerely,

Mariana Sanchez

Enclosure