

[Use the same header as your resume]

15 August 2005

[Employer name and address]

Re: Second-Year Summer Associate Position for 2006

Dear Mr. Clark:

My extensive background in securities and corporate governance, combined with my proven ability to perform at the highest levels, will allow me to make a significant contribution as a summer associate in your firm next summer.

On September 3, 2003, the New York Attorney General filed a complaint alleging four prominent mutual fund companies allowed market timing of mutual fund shares. As a Senior Compliance Analyst at one of those companies, the ensuing case served as a catalyst for my decision to pursue a career in law. Needless to say, the scandal that ensued had significant regulatory implications for the entire industry. On a personal level, that fateful day in September changed the direction of my professional life. Previously, my career was aimed largely at mitigating any financial implications occurring as a result of compliance violations. After the complaint was filed, my focus shifted to the legal and ethical ramifications of my business decisions.

This new perspective, combined with my new role in the organization, challenged my abilities as a critical thinker. I was selected by top executives to draft and implement more effective policies and procedures designed to prevent market timing from occurring in the future. I was also given the responsibility of coordinating the dissemination of documents to various administrative agencies, including the SEC and the New York Attorney General. These experiences sharpened by analytical skills and trained me to examine issues beyond the surface level to that which is sometimes painstakingly obscure.

I performed well in these new roles, as I had in previous tasks, because of my dedication and ability to perform. While at the company, I was consistently recognized as a top performer in my group and received several promotions demonstrating my strong work ethic and desire to succeed.

My past experience should prove valuable to the XYZ law firm, given the firm's prominence in securities and corporate governance practice in the Denver legal market. I look forward to meeting with you regarding a position as a summer associate next year.

Best Regards,

*Kristen Sandoval*

Kristen Sandoval