

January 28, 0000

Jane Jobseeker
10 Vairo Blvd, Apt 25
State College, PA 16803

Richard Pace
Broome County Public Defender's Office
229-231 State Street
Binghamton, NY 13901

Dear Mr. Pace:

I am currently a junior at The Pennsylvania State University, majoring in Crime, Law, and Justice. I am writing to express my interest in an internship position with your agency this summer. In the past, a student from my program successfully interned with the Broome County Public Defender's Office and spoke very highly of her experience. I would very much like to be considered for such an opportunity.

I am particularly interested in working with your agency for a number of reasons. My long-range plans include applying to law school. I am unsure about which area of law appeals to me; however, I am intrigued by the role that Public Defenders play in the criminal justice system. I would value the career clarification and hands-on experience I would gain by interning with your agency.

At this point in my education, I have completed several courses dealing with law, namely *Law and Society*, *Crime and the American Court System*, and *Law of Crimes and Corrections*. I did well in these classes and enjoyed the coursework. As a potential intern with the Broome County Public Defender's Office, I can offer strong communication skills, a high level of motivation, and an aptitude for research.

I would appreciate any opportunity to meet with you to discuss an internship with your agency. Please feel free to contact me at (814) 867-0000 at your convenience. If you need any additional information about the internship program, I can see that you receive it promptly. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Jane Jobseeker

