

John Brown
Marktstrasse 3
48147 Münster
Germany

Swain, Low & Clark
ATT: John Low
350 Broadway, Suite 101
New York, NY 10003
U.S.A.

March 26, 2012 (Amer.)

26 March 2012 (Br.)

Dear Mr. Low, **[no punctuation for letters to the UK]**

I am a German law student studying at the University of Münster in Germany and I am writing to you to express my interest in obtaining an unpaid three-week internship **[or work experience placement]** with your law office Swain, Low & Clark in New York. I would be available to do this internship during my semester breaks from February 15, 2022 until March 25, 2022 or from August 2, 2022 until September 15, 2022. Enclosed please find my curriculum vitae for your review and consideration.

In addition to my German law study, I participate in the FFA Program which is a voluntary two-year program in common law or international law. I am participating in the common law component of the program. This program is taught by professors, lawyers and judges from various jurisdictions such as the U.K., the U.S.A., Canada and Australia. In order to successfully complete the program, one must pass several law and English legal language courses, and do an internship/work experience placement of at least three weeks in a law firm, international firm/organization, court, or NGO. Thus, I would be very grateful for the opportunity to do my internship with your law office.

[This paragraph is about why you chose this particular law office, chambers, court or organization for your internship application. For example, the area of practice, your future goals, etc...]

[This paragraph is about your skills, qualifications, what you could do for the lawyer, what you want out of this internship experience.]

If you have any questions, please do not hesitate to contact me at johnbrown@gmx.de. References will be provided upon request. Thank you for your consideration of my application. I look forward to hearing from you soon.

Yours sincerely,

John Brown