

Mary Marvel

221B Baker Street, Holmes, State 222022 • (650) 725-4054 • marvalm@stanford.edu

March 30, 2012

Ms. Ima Help
Director of Attorney Recruiting
Big Law LLP
111 South Street
Los Angeles, CA 90071

Dear Ms. Help:

I am a law clerk for the Honorable Joyce R. Smart of the 2nd Circuit Court of Appeals and a 2011 graduate of Stanford Law School. Through working for Judge Smart and two separate U.S. Attorney's Offices, I have developed a strong passion for litigation work. I am particularly interested in Big Law because of your broad client base and work on cutting edge litigation cases. John Doe also mentioned that Big Law litigators receive superb training and hands-on courtroom experience, which is also very important to me at this stage in my career.

I selected a clerkship with Judge Smart specifically to prepare myself for a career in litigation and to become an even stronger writer. Before joining the bench, Judge Smart trained young Assistant U.S. Attorneys, and she has likewise mentored me in successful courtroom strategy, compelling legal argument, and clear legal writing. As her law clerk, I have already written twelve draft opinions, including eight civil appeals and four criminal appeals, as well as observed countless oral arguments by the country's top appellate advocates.

While in law school, I similarly worked to hone my research and writing skills, while driving towards a career as a trial lawyer. In Stanford's Immigrants' Rights Clinic, for example, I wrote and submitted two briefs to the San Francisco Immigration Court and developed a model motion to quash a subpoena for visa documents. I worked for the U.S. Attorney's Offices for both the Southern District of California and the Northern District of Florida. During law school, I also enrolled in Trial Advocacy and received Honors in both Criminal Procedure and Evidence. I am confident that I could bring these writing skills and familiarity with the courtroom to Big Law, where I will be ready to work from day one.

I would be thrilled to have the opportunity to work for Big Law. It is the perfect place for me to develop a litigation practice and would bring me back to Los Angeles, where my fiancé and I plan to settle. Please contact me at any time by phone at (650) 555-1111 or email at marvelm@stanford.edu.

Thank you for considering my application.

Sincerely,

Mary Marvel