

Date

Mr. Abe Smith
NewYork Firm LLP
11 State Street
New York, NY 10003

Dear Mr. Smith:

I am writing at the recommendation of Amy Able regarding your search for a senior attorney for the international corporate group at NewYork Firm. Currently I am a 5th year associate at NewJersey Firm where I specialize in international banking.

My interest in NewYork Firm is primarily based on the firm's preeminent legal practice in Paris and London. During my five years at NewJersey Firm, I have provided legal advice to corporate officers on securities and employment law issues, as well as international corporate and trade issues. Based on my knowledge of your firm, I understand that many French banks ranked among the "BusinessWeek Global 1000" are clients of your offices both in the U.S. and in London. I believe that my experience will allow me to make a significant contribution to the services of your firm.

Prior to attending Stanford Law School, I was an investment banker at IBank and developed extremely effective quantitative, communication and negotiation skills, which I was able to transfer to the practice of law. Immediately following law school I served as a law clerk for Justice John Jones in the U.S. District Court, S.D.N.Y. and as an associate at Doe LLP before moving to NewJersey Firm to further focus my practice on international banking.

Enclosed is a copy of my resume for your review. I am available at your convenience to discuss possible opportunities at your firm. Please feel free to contact me if you require any additional materials. Thank you for your consideration.

Sincerely,

Name

cc: Recruiting Manager