

xxxxx Westlake Drive Apt. #xx  
Bethesda, Maryland 20817  
February 13, 2005

Ms. Irena McGrath  
Director of Professional Development  
Wiley Rein & Fielding LLP  
1776 K Street NW  
Washington, Dc 20006

Dear Miss. McGrath,

I was intrigued by your advertisement in the *Yahoo Hotjobs* listing of February 11<sup>th</sup>. I believe that my past experience with patent law makes me well qualified for the position as a litigation legal assistant for the patent practice area at Wiley Rein & Fielding LLP. I would like to interview for the position and possibly talk to you about improving your website that I noticed could use a little work. I think my experience with law; and my experience with computer, will help me eventually get into law school and Wiley Rein and Fielding is a great place to start this journey.

As a junior Economics and Pre-law double major at the University of Maryland, from which I will be graduating in May 2006, I believe I could provide the combination of strong organizational skills and flexibility to help me excel at your firm. While I was an intern at the Plumsea Law Group, I had an opportunity to work with several patent cases and I had to prepare many legal documents for trials. I am very familiar with most computer software including ProLaw, one of the most widely used software to keep patent cases.

Additionally, my job experience has allowed me to realize the importance of internationality of patent law since the world getting smaller by rapid growth of technology. With my fluency in English and Korean, and proficiency in Japanese, I would be honored to be part of Wiley Rein & Fielding LLP, a leading national law firm. Eventually, I want to go to law school and your firm provides a great opportunity to gain experience.

For your consideration, enclosed is a copy of my resume. I would appreciate the opportunity to personally discuss career possibilities for me at Wiley Rein & Fielding LLP. I can be reached most days and evenings at my cell phone number, (xxx) xxx-xxxx, to arrange for an interview at a mutually convenient time. Thank you for your consideration.

With best regards,

XXXXXX X. XXXX

Attachment