James Smith

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September 1, 2018

Willard Lee

Director

New York Civil Liberties Union

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee,

I would like to express my enthusiasm in applying for the position of legislative intern at the New York Civil Liberties Union recently posted in The New York Times. As a prospective May 2019 graduate from Boston College with considerable writing and administrative experience, and a strong interest in law, public policy, and immigrant rights, I believe I am a strong candidate for the legislative intern position.

The job description states that you are looking for a candidate with a commitment to civil liberties, who has strong communication and interpersonal skills, excellent writing skills, organizational skills, and someone who is very detail oriented. As a government major currently involved in writing a thesis on immigration law and as someone who contributes regularly to several blogs focused on government and immigration issues, I have become a proficient and skilled writer. As a current intern and assistant to Tom Jones, Legislative Assistant for Attorney Bill Phillips in Swampscott, MA, I have further enhanced my quantitative and qualitative research, editing, writing, and administrative skills.

As a government major, I have spent the past four years of my academic career focusing on U.S. immigration politics and immigrant rights. I have taken courses in American Politics, Immigration Law I and II, Dissident Political Thought, Politics of Congress in addition to conducting several research projects in collaboration with Professor Jack Barnes at Boston College. I have excelled in my academics and previous internships and jobs and feel that I would be an asset if I were selected to intern for the New York Civil Liberties Union.

I will call within a week to discuss my candidacy and see if we might arrange for mutually convenient time in which we can speak. Thank you for your time and consideration, and I look forward to hearing back from you soon.

Sincerely,

Jim Smith