**Helen Marie Jenkins**

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September 1, 2018

Ms. Kerry Ann Monroe  
Vice President of Human Resources  
l Jones, Mills, and Peters, LLC  
566 Treeway Avenue  
Newport Beach, CA 89079

Dear Ms. Monroe:

As a current law student and previous intern with the prestigious law firm of Jenks, Jenks, and Jenks, LLC, it is with great enthusiasm that I am writing to apply for the summer internship position as a legal intern for Jones, Mills, and Pets, LLC. My knowledge, skills, and experience are a perfect match for this summer internship, and I think you’ll agree that I meet all of the qualifications as stipulated in the LA Gazette.

As president of the Student Government Association at UCLA, I participated in numerous clubs on campus and assisted in identifying and working on many causes for the betterment of the community. Our environmental club initiated a project that cleaned and restored safe drinking water in a local stream bed that had become polluted over time, and our Community Action Club worked with the local domestic violence and homeless shelters to offer assistance and compensation for clients to get back on their feet after experiencing hard times and social isolation.

I worked with each of the club presidents to develop a financial plan that not only increased revenue but also permitted donations to stream into these local charitable organizations.

I am a community minded citizen who wants to make a positive change in the world. I believe my talents and motivation would be an asset to Jones, Mills, and Peters, LLC, in the work they do for the local community and their commitment to making the city a safer and better place to live. The mission of Jones, Mills, and Peters, LLC, is exactly the type of environment in which I hope to work upon graduation next year.

I am excited about the possibility of speaking with you further about this outstanding opportunity with your firm. I will call next week to discuss my candidacy in hopes of securing an interview in the near future. [Thank you](https://www.thebalancecareers.com/thank-you-note-example-internship-and-career-advice-2064004) for your time and consideration.

Sincerely,

Helen Marie Jenkins