**Sample 2:**

Grey Jefferson,

25 F Ridgeways,

Chicago, Illinois 34008,

(225) 435-8700

Date: 2nd June 2010.

David Jones,

233 Jackson Drive,

Brooklyn, NY 16502,

(888) 786-0012

Dear Mr. Jones,

I am writing this letter to you to show my interest in getting a permanent job with the Center for Law in Public Interest. I am a final year student at Harvard University Law School. I have attached my resume for your review. You can see from the enclosed resume that I have an extensive background in employment discrimination and civil rights.

I worked with the public interest law firm of James and John, a Boston firm specializing in inequality and tax evasion cases. I believe that my education and experience make me a worthwhile addition to the Center for Law in the Public Interest. I can be contacted via the above address or by phone. Thank you for your time and consideration.

Sincerely,

Grey Jefferson.

Enclosure Resume