

Wilson Easton Huffman

983 Culbreth Rd.
Charlottesville, VA 22903

January 25, 2015

Hiring Manager
Garvey, Schubert & Barer
123 14th Street
Los Angeles, CA 90064

Dear Hiring Manager:

Please accept this letter and the attached resume as an indication of my sincere interest in the open legal assistant position at Garvey, Schubert & Barer that I found on CAVLink, the University of Virginia's job database. I graduated in December 2014 with a degree in History and Sociology and would like to gain experience in the legal field before applying to law school. While reviewing your website, I was pleased to see that your firm operates in a wide variety of spheres. The areas of your practice to which I am particularly attracted are the Environment & Natural Resources and Land Use & Condemnation sectors.

Throughout my college career, the courses I found most interesting were those revolving around subjects such as law, business, and land use. After taking a course in Land, Law and The Environment, my professor took me on as an intern to work at the University's Institute for Environmental Negotiations. My internship included reading reports, analyzing data, conducting active research contacting persons of interest to arrange interviews, and giving reports of my findings. From my coursework and professional experiences, I have developed the researching, analytical thinking and writing skills necessary to be a successful legal assistant. In addition, I am aware of the long hours and hard work that is required of the role. I am ready to dedicate myself to Garvey, Schubert & Barer in much the same way that I committed myself to being a varsity athlete. As a member of the swim team, I devoted up to 30 hours a week to practices, travel and competition while maintaining a full course load.

I am eager to learn from the many successful lawyers at Garvey, Schubert & Barer holding high peer review ratings in accordance with Martindale-Hubbell Legal Network. I hope that you will afford me the opportunity to become a member of your team.

Thank you for your time and consideration. I can be reached via phone (865-987-2222) or email (whuffman@gmail.com).

Sincerely,

Wilson Huffman