

P.O. Box 12345  
Boston University  
Brookline, MA 02140

October 20, 1999

Ms. Sharon Brosnahan  
Director of Legal Assistants  
Cravath, Swaine & Moore  
875 Third Avenue  
New York, NY 10022

Dear Ms. Brosnahan:

I am a senior at Boston University and am very interested in applying for the position of legal assistant with your firm. I will be graduating this coming June with a degree in English and would like to spend a year working in New York City. I am aware of the long hours and the nature of paralegal work, and I am ready to take on both.

I have heard of the excellent reputation of Cravath, Swaine & Moore in the legal community and very much look forward to interviewing for a position with the firm. I will be happy to travel to New York City at any time if you would be interested in meeting with me.

Thank you for your time and consideration. Please feel free to reach me at 617-555-1212 or via email at [Bounds@yahoo.com](mailto:Bounds@yahoo.com).

Very truly yours,

David J. Bounds