**Andrei Dziamentsyeu**

142 N. Sun Arbor Terrace, Apt. 1343 andreidementiev@yahoo.com

Salt Lake City, UT 84116 (415) 254-4147

Dear Hiring Manager:   
  
I am a first-year student at University of Utah, S. J. Quinney College of Law and applying for a position of a summer intern in your organization. I believe I am a strong candidate for the position due to my demonstrable top academic credentials, legal experience and interest in transactional field. Employing strong legal and non-legal research skills, effective writing abilities, and an ability to communicate clearly with a diverse range of people, I have already achieved positive results in various legal environments, and believe I can do the same for you.

Before law school, I was exposed to initial legal experience by being a legal intern at several companies. At Hilltop Radiology as an intern, I conducted numerous searches related to workers’ compensation and then based on the results of the searches I filed “green liens” with Workers’ Compensation Appeals Board. Within two months I was able to investigate and file over 120 “green lien” cases. At the Law Offices of Waukeen McCoy I was introduced to employment law and performed a wide range of duties, including basic office tasks, assistance in preparation of motions for summary judgment, mediation briefs, and complaints. Also, on a regular basis I filed various pleadings in state and federal courts, and therefore, I gained valuable experience with state and federal rules of civil procedures. Furthermore, under an attorney’s supervision I was trusted to draft some legal documents, such as stipulations, notices and even ex-parte applications.

Finally, at Zwicker and Associates, P.C. I performed the duties of an assistant in the contested litigation department, where my primary tasks included preparation of notices of conditional settlement and stipulations pursuant to California Code of Procedures §664.6. In addition, I was assigned to respond to Bills of Particulars requests and I also drafted correspondence and discovery on a regular basis. While working at Zwicker I obtained some initial knowledge about business and commercials transaction and I would like to continue to be involved in that field.

The practical skills I have gained from my work will allow me to contribute greatly to your firm. I appreciate your attention to my application, and I look forward to our meeting. Thank you.

Sincerely,

Andrei Dziamentsyeu