**COURTNEY ALISON MUNNINGS**

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To Whom It May Concern:

I am a first-year law student at The Rutgers School of Law in Camden, NJ and I am applying for the summer internship position. I am very interested in asset management and the protection of wealth and thrilled about Prudential’s volunteerism efforts. My interests lie in the area of law and business and I would like to eventually practice in the New Jersey tri-state area. I am looking to bring my passion and commitment to excellence to this summer internship position.

I have excelled in my first semester of law school, earning a 3.5 cumulative GPA and was awarded with First Year Honors. My memo on operation while intoxicated in Legal Analysis Writing & Research received a grade of A-, and I received the highest grade in my Torts class on the final exam. Despite facing personal hardship during my undergraduate years, I completed the Honors Program at Temple University, which required I take at least 6 honors classes and maintain a certain GPA.

As a manager at MAC Cosmetics store, I developed strong interpersonal skills by giving firm, constructive feedback to staff. My experiences as a receptionist and eyewear consultant also provided the opportunity to develop good client communication abilities. I am an active listener who pays attention to the details of rules and presentations. I make sure to be clear on instructions or guidelines before embarking on a project to avoid time-wasting mistakes.

My strong passion for community service is demonstrated by my involvement with the VITA program at Rutgers law school, my fundraising activities for various causes, and volunteerism with those in need. I hope to continue my commitment to *pro bono* activities, throughout law school and as an attorney.

I would welcome the opportunity to discuss how my skills and attributes could benefit this program. Thank you for your time and consideration; I look forward to hearing from you.

Sincerely,

Courtney Alison Munnings