

105 Dayton Ave., Apt. A
Collingswood, NJ, 08108

February 10, 2012

National LGBT Bar Association
1301 K Street, NW, Suite 1100 East Tower
Washington, DC 20005

Dear Applicant Review Committee,

I am excited to have the opportunity to apply for an internship at Prudential Financial through the National LGBT Bar Association. I believe that an internship surveying different areas of Prudential's business and legal department would be highly beneficial, as my interests lie predominately in the areas of financial and estate planning. I am particularly interested in how Prudential assists same-sex families in setting up their estates and planning for retirement, so as to protect joint assets without the safeguards typically afforded by marriage. While I hope to pursue these interests on behalf of clients, I also plan to personally utilize my legal degree in branching out into the business world. If selected for an internship with Prudential Financial, I will bring my developing legal skills, my desire to learn, and my past work experience as discussed below:

Between graduating college and law school, I was hired as a consultant for Equal Justice Works—a national legal fellowship program based in Washington, D.C. Initially, I was brought on to assist in managing the law student summer fellowship program for 350+ members. At the conclusion of the summer, I was offered a position as a full-time staff member in the attorney legal fellowship program. My responsibilities increased as I helped to oversee both the attorney and law student programs. My duties included the following: insuring compliance with our federally-funded grant, enrolling selected members into different databases, planning national conferences, travelling with my team to help new host sites prepare for legal fellows, and updating our website. Overall, I developed analytical, administrative, and people skills.

After leaving Equal Justice Works, I was hired as a legal assistant at Golkow Hessel Attorneys—a small plaintiff-side injury firm in Philadelphia. My duties were comprised of compiling and filing discovery for the attorneys, drafting correspondences to expert witnesses and co-counsel, and scheduling depositions. I also edited complaints and sent out service of process. Working at Golkow Hessel Attorneys allowed me to begin developing some of the basic skills needed in daily legal work. Additionally, it exposed me to the work of a small start-up law firm.

In sum, I believe that my career interests and work experience make me a well-rounded candidate for the internship with Prudential Financial. I look forward to hearing from you to schedule an interview. Thank you for your time and attention.

Sincerely,

Jessica L. Meller

JESSICA MELLER

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Education

- Rutgers University School of Law**, Camden, NJ July 2014
- Candidate for Juris Doctor Degree
 - GPA: 3.57
 - Highlights: A- Legal Research and Writing
 - Activities: 1L representative for Student Bar Association, Outlaws, Wills for Heroes
- Pennsylvania State University**, University Park, PA May 2007
- BA Psychology and BA in International Studies
 - Minor in French
 - GPA: 3.59
 - Activities: undergraduate research assistant, teaching assistant
- France International Studies**, Université Paul-Valéry, France August – December 2006
- Studied Sociology and French Language

Work Experience

- Golkow Hessel, LLC**, Philadelphia, PA January 2010 – August 2011
Legal Assistant
- Assembled pleadings and complaints for service of process, scheduled depositions, and requested records (police reports and medical data)
 - E-filed cases, organized client files, transcribed, sorted mail, and other administrative tasks
 - Edited complaints and interrogatories, compiled damages ledgers, managed client database, and drafted correspondences
- Equal Justice Works**, Washington, DC September 2009 – July 2010
Program Assistant
- Assisted in running and managing internship and fellowship programs for 600+ law students and 40+ attorneys at legal service organizations nationwide
 - Ensured compliance of Recovery Program with federal statutes and guidelines
 - Maintained and updated multiple computerized modules and databases
- Consultant* May – September 2009
- Assisted in running and managing an internship program of 350+ law students
 - Performed clerical duties such as data entry, database management, organizing mailings, maintaining files, attending meetings, and drafting correspondences
 - Facilitated communication among members, site supervisors, and staff by utilizing tools such as blogs and on-line forums
- CATCH Inc.**, Philadelphia, PA August 2007 – May 2009
Behavioral Health Worker/Learning Support Staff
- Facilitated group therapy sessions and provided one-on-one support for K-8 students at an urban public elementary school
 - Met and collaborated with parents, teachers, school medical staff, school counselors, city government personnel, and other community agency personnel
 - Recorded behavior, charted progress, and adjusted behavioral treatment plans

Activities

- ENDA Phone Bank Trainer at National Gay and Lesbian Task Force December 2009 – March 2010
- Peer Counselor at the William Way Community Center March 2008 – March 2009
- guitar, rock climbing, travel, camping