

Zhi Qiao

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Dear Mr./Ms.,

I am first-year student at the University of Kansas School of Law and am very interested in pursuing a legal career in United States.

I finished my L.L.B. degree in Tianjin Polytechnic University, China and passed the Bar Exam. While in the undergraduate study, I spent my first summer as a secretary assistant at the People's Congress of Kaifeng, honing my research and writing skills. During my final year, I worked at SUNAC China Holdings (Tianjin), Ltd., where I assisted attorneys prepare legal documents for IPO at Hong Kong.

During my first semester in KU Law, I have gained research and writing skills through classes and extracurricular activities. At this point in my legal career, I am simply anxious to obtain some legal experience with a law firm in an area of the country, in which I want to work.

I would greatly appreciate if I have the opportunity to work for you. I have enclosed an résumé for your consideration. If you wish to reach me, please contact me at (785) 289-8894 or lawyerqiaozhi@gmail.com. Thank you in advance for your time and I look forward to speaking with you soon.

Sincerely,

Zhi Qiao

Enclosure