**Madeleine Carden**

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Talley, Richardson, & Cable, P.A.

367 West Memorial Dr.

Dallas, Georgia 30132

To Whom It May Concern:

A friend of mine who attends North Paulding High School informed me that your law firm was looking to hire a student intern to work in your office. I am very excited about the job opening because I would like to get experience in a professional setting while still in high school. I would like to apply for the internship and hope I can speak with you further about my qualifications.

I have multiple skills and abilities which I think could benefit your law firm. I cooperate well with others, and I am also a leader. I am a self-starter, dedicated, work very efficiently under pressure, and I am exceedingly organized and neat. I am very responsible and I believe I have the skills you need for this job opening. I have taken several AP and honors classes throughout high school, and I have completed courses in the Law and Justice Pathway, therefore, I trust that I am capable of meeting all the requirements you are looking for.

In conclusion, I am very interested in the internship, and I hope to have the opportunity to speak with you further about it. Feel free to contact me with any questions regarding the information I have provided. Thanks in advance for your time, and I hope to hear from you soon.

Sincerely,

Madeleine Carden