

**Duke LL.M. Sample Cover Letter**

1101 University Drive, Apt 5B  
Durham, NC 27708

October 2, 2008

Robert G. DeLaMater, Esq.  
Sullivan & Cromwell LLP  
125 Broad Street  
New York, NY 10004-2498

Dear Mr. DeLaMater:

I am attending the LL.M. program at Duke University School of Law and will receive my degree in May 2009. After my graduation, I would like to work in the U.S. for up to a year before I return to my law firm in Japan. I am particularly interested in the possibility of an internship position at Sullivan & Cromwell because of its preeminent U.S. legal practice in Tokyo.

I received my first law degree with honors from Waseda University in Tokyo. After I was admitted to the Japanese Bar in 2004, I began working for Nagashima Ohno & Tsunematsu (NO&T) in Tokyo, the largest and most reputable law firm in Japan. My practice primarily focused on general corporate matters as well as cross-border transactions. Through advising many American and international clients while at NO&T, I have developed strong writing and communication skills in English. My recent article calling for disclosure reform in merger transactions in Japan was featured in the December 2006 issue of the *International Financial Law Review*.

At Duke, I have had the opportunity to hone my writing and analytical skills, as well as my knowledge of American corporate law. I would like to enhance my understanding of American law while being able to contribute to the work of your firm. I am especially interested in merger and acquisition work, and work with financial institutions. Your own expertise in these areas, as well as your background and continued work with Asian clients, is a key reason for my contacting you. I believe that my knowledge of Japanese law, my English ability, and my experience with international corporate clients, will enable me to make a significant contribution to your corporate practice.

Please find enclosed a copy of my resume for your review. I would welcome the opportunity to speak with you further about my qualifications. I look forward to hearing from you soon.

Sincerely yours,

Yukiko Watanabe

Enclosure

# Sample Of Application Letter For Learnership

**Council for Career Planning**



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