

Holly Bennington

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date

White & Case LLP
Kandabashi Park Building
19-1, Kanda-nishikicho 1-chome
Chiyoda-ku, Tokyo 101-0054
Japan



Dear [specific name individual]:

I am currently a third-year law student candidate at Columbia School of Law, and I am writing to express my interest in obtaining a summer internship position with White & Case, LLP. I would like to become a part of your Japanese tax-law internship program.

I would enjoy the opportunity to work within an organization such as White & Case, LLP, and participate in tax-compliance and research projects. My qualifications are based on a combination of my education, global experience, and legal skills. My strongest qualification comes from having spent more than a semester here in Tokyo studying Japanese tax law through Waseda University while also gaining professional experience and polishing my skills in Japanese. I previously studied for a semester at Kyushu University, Fukuoka City, Japan.

My successful academic work at Columbia Law and Manhattan College further demonstrates the research skills needed for the position. Soon after entering the Columbia law program, I spent a semester as a research assistant at the Columbia School of Law Center for Public Interest Law. Through constantly interacting with diverse people and performing multiple tasks under time constraints, I have gained three essential qualities to succeed in this fast changing global marketplace: a strong sense of responsibility, a problem-solving mindset, and team spirit.

I have made a career commitment to international tax law. I strive to learn more, while pursuing excellence and personal growth. I would appreciate the opportunity to discuss a future with your firm, and am including my resume for your consideration. If you need additional information, please contact me via e-mail me at holly_japan_law@hotmail.com at your earliest convenience.

Thank you very much for your time and consideration.

Sincerely,

Holly Bennington