

# JAKE S. ANDREWS

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Manager, Legal Assistant Recruiting  
Sullivan & Cromwell LLP  
125 Broad Street  
New York, NY 10004

Dear Ms. XXXX:

I would like to express my immense interest in the Legal Assistant position at Sullivan & Cromwell, which I discovered on Duke's online job database. Working at Sullivan & Cromwell appeals to me because it is a firm that simultaneously focuses on success and integrity. As I read in a recent *New York Times* article, the firm is as concerned with financial achievement as it is with maintaining its sterling reputation. As chairman H. Rodgin Cohen stated in the article, "Money is money, but reputation is reputation." To me, this demonstrates an understanding that financial success must be coupled with high standards. This characteristic dovetails with my demand for high personal achievement within the confines of strictly defined values such as sincerity and honesty. I therefore wish to work at Sullivan & Cromwell as a Legal Assistant because I believe its uncompromising culture matches my own values.

My experiences at Duke have convinced me to pursue my interest in law. As an undergraduate I have served as vice president of Duke Moot Court, a student-run organization that hosts an annual constitutional law tournament for high school students from across the United States. Through this organization, I demonstrated my leadership abilities by raising over \$11,000 for the tournament. Additionally, in preparing for my role as a tournament judge I found that I truly enjoy the intellectual challenge of delving into nuanced legal arguments. My resolve to become involved in law was further increased by my employment at Duke Law School, where my interactions with law students demonstrated to me yet again that law presents an unparalleled intellectual exercise. In particular, I am drawn to the writing and research components of legal work, as both of these are skills at which I excel.

I wish to begin the hard work law demands as a paralegal at Sullivan & Cromwell. As someone who desires exposure to the legal world, I would value experience as a paralegal because it would afford me the opportunity to encounter law at its most fundamental level.

I have attached my resume, which demonstrates my strong academic background. I would be delighted to speak with you about how the Legal Assistant position would work for an enthusiastic, capable, and hard-working college graduate. I look forward to interviewing with Sullivan & Cromwell on campus.

Sincerely,

Jake Andrews

Attachment