

Dear Noble Alumni Career Office,

Recently, I learned of the 2019 Unpaid Internship Grant with the Noble Alumni Career Office and I am writing to you in hopes of being considered for this grant. I am a Butler College Prep graduate, so I am very familiar with Noble and the Alumni career office. The Noble Alumni Career Office continues to share amazing opportunities which is part of the reason I was able to receive an internship at the State's Attorney Cook Office. The purpose of this internship is to gain excellent hands-on courtroom experience in the Civil Actions and Criminal Prosecutions Bureau. I know my combined experiences, skill set, and demonstrated commitment makes this the perfect opportunity for me.

While attending Howard University, I have learned to exercise a high-attention to detail, ensuring accuracy and consistency in my personal performance and collaborative teamwork. This past January I was able to extern at the Illinois Appellate Court where I shadowed multiple judges, lawyers, and clerks to gain a better understanding of the rules and responsibilities in the Appellate court. I have also had the experience of working as a Legal Administrative Assistant at a private practice. I was able to shadow a criminal defense and entertainment attorney with the goal of learning standard courtroom etiquette and proper lawyer to client etiquette. I also organized and filed legal documents for civil and criminal cases. These opportunities allowed me to enhance my leadership, critical thinking, and communication skills because I was never aware of what the day would bring.

During the State's Attorney Cook County internship I will handle and organize legal documents. I will also shadow legal clerks and attorneys to observe their daily routines in a new setting. I applied to this internship because one of my career goals has always been to become a criminal defense attorney. This internship will allow me to continue to experience what feels like to be in a environment focused on law which will help me gain more knowledge and experience directly related to my career interest. While this internship is everything I have ever dreamed of, it is unpaid and I won't be receiving any funding from my university or any other sources. If I receive the internship grant it will be used to purchase business casual attire, travel expenses for everyday of the week, lunch, and all other necessary materials and expenses which will be shared with me once the internship begins.

In my attached resume you will find additional details of my educational and employment background for your review. Thank you for your time and consideration.

Sincerely,