

# MARGARET WU

1500 Massachusetts Avenue | Cambridge, MA 02138 | 617.555.1234 | mwu@jd18.law.harvard.edu

December 4, 2015

Natural Resources Defense Council  
40 West 20<sup>th</sup> Street  
New York, NY 10011

Your salutation should identify a contact person at the organization. If you are unable to find a contact, you can address the letter to the "Hiring Committee"

Dear Hiring Committee, ←

I am a first-year student at Harvard Law School and am writing to apply for a summer legal internship with the Natural Resources Defense Council. I am particularly interested in your Santa Monica and New York offices. I first learned about NRDC's work on food safety and sustainability from Emily Broad Leib, Director of Harvard's Food Law and Policy Clinic. As a law student committed to environmental, food, and animal law issues, an internship with NRDC would offer an unparalleled opportunity to work towards safeguarding the earth's plants and animals upon which our food system depends, while contributing my strong research and writing skills to your work.

During the summer after my junior year at the University of Southern California, I was one of six students accepted to the ICS China program, a four-week immersion course in Hong Kong, Shanghai, and Beijing, China. This course gave me the unique opportunity to learn about the environmental challenges facing China from nonprofits (Civic Exchange) and major corporations (GM China). This experience piqued my interest in environmental advocacy, particularly in China where environmental issues—from water contamination in Hong Kong's harbor to air quality issues in Beijing—seem to be multiplying at a staggering rate.

← Identify where your interest in the work of the organization comes from

At Harvard, I have taken advantage of opportunities to learn more about the environmental and health risks posed by our current food and regulatory system. I participated in a faculty-led reading group, *From Court to Table*, where I learned about the environmental threat posed by the excessive use of antibiotics in livestock, as well as the far-reaching effects of GMOs in the corn and soybean industries. As a law student, I am committed to using and developing my legal skills to address health and environmental threats, while promoting sustainable food production. I am particularly drawn to NRDC's *Fix the FDA* program, as I believe our nation's food system is being damaged by a regulatory agency with a lack of effective oversight and initiative.

Tailor your cover letter to be specific about why you are interested in the particular work of the organization →

Prior to coming to Harvard, I spent two years as an entrepreneur in the jewelry and licensing industry and successfully developed and licensed multiple brands, including a giftable jewelry concept for *Papyrus*. As an entrepreneur, I immediately learned the value of a strong work ethic, determination, and flexibility, skills I am excited to bring to my work next summer. In addition, I have been committed to developing my research and writing skills in both business and academia, and have further honed these skills at Harvard through my 1L legal research and writing course and work for the *Harvard Business Law Review*.

← Use your prior experience to highlight your relevant and transferrable skills

I have attached a resume highlighting my education and work experience, along with a writing sample and references. I would be happy to provide my transcript as soon as fall grades become available. I would greatly appreciate the opportunity to further discuss my interest in these issues with you. Thank you in advance for your time and consideration.

Sincerely,

Margaret Wu

You do not need to include your email and phone number in the last paragraph if you have a header with your contact information at the top of the letter