

Lukas Schmitt
Marktstrasse 3
48147 Münster
Germany

Swain, Low & Clark
ATT: John Low, Managing Partner
350 Broadway, Suite 101
New York, NY 10003
U.S.A

April 10, 2025 (Amer.)
10 April 2025 (Br.)

Dear Mr. Low, **[no punctuation for letters to the UK]**

I am a German law student studying at the University of Münster in Germany and I am writing to you to express my interest in obtaining an unpaid four-week internship **[or work experience placement]** with your law office Swain, Low & Clark in New York. I would be available to do this internship during my semester breaks from August 1, 2025 until September 25, 2025 or from February 15, 2026 until March 25, 2026. Enclosed please find my curriculum vitae for your review and consideration.

In addition to my German law study, I participate in the FFA Program which is a voluntary two-year program in common law or international law. I am participating in the common law component of the program. This program is taught by professors, lawyers and judges from various jurisdictions such as the U.K., the U.S.A., Canada and Australia. In order to successfully complete the program, one must pass several law and English legal language courses, and do an internship/work experience placement of at least three weeks in a law firm, international firm/organization, court, or NGO. Thus, I would be very grateful for the opportunity to do my internship with your law office.

NOTE: For students doing the Bachelor in International and Comparative Law, you would then obviously not write the above paragraph as you are not doing the FFA Program. Then state that you are doing this bachelor degree and briefly mention the relevant and mandatory courses, and the requirement of a four-week internship.

[This paragraph is about why you chose this particular law office, chambers, court or organization for your internship application. For example, the area of practice, your future goals, etc...]

[This paragraph is about your skills, qualifications, what you could do for the lawyer, what you want out of this internship experience.]

If you have any questions, please do not hesitate to contact me at johnbrown@gmx.de. References will be provided upon request. Thank you for your consideration of my application. I look forward to hearing from you soon.

Yours sincerely,

Lukas Schmitt