Date: February 17, 2011

To: Michelle Manning

From: Dina Catenacci

Subject: Maccam Law Group Internship

This law firm is offering an internship for the Spring 2011 Semester. They are a full service law firm that is committed to social responsibility. I would like to go for this internship because it would allow me to experience the law office environment and help me decide if law school is what I want to do next. I also fulfill the majority of their requirements.

**Requirements for Internship**

* Strong writing skills
* Familiarity with Microsoft Office Programs
* Skills at initiating innovative ideas, unifying team members, and judging what will appeal to target audiences
* Assist in administrative work including legal software, scanning documents, meeting clients and attending court
* Promote networking and socializing

**Responsibilities for Internship**

* Write effective copy, excelling in correct spelling, punctuation, and grammar
* Edit and proof other team member’s work and provide constructive feedback
* Provide an improved client experience by friendly interaction

**Current Qualifications**

* Strong writing skills
* Strong skills in Microsoft Office Programs
* Skills in correcting spelling, punctuation and grammar
* Proficient in scanning documents

 Maccam Law Group is located in the Maryland-DC-Virginia metropolitan area. This firm specializes in areas of bankruptcies as well as advice debtors and creditors of their legal rights and responsibilities. Other areas that this firm practices are family law and immigration under their Private Client Practice Group. Some of their other practice groups concentrate in areas from civil rights to intellectual property defense. Many of their lawyers are recognized for their community service and pro bono work.

Maccam Law Group is proud to provide advice and legal service while not losing sight of their client’s pocket books or their sense of humor.

For more information on this company, you man visit their website at www.maccamlaw.com or contact their main office at (202) 455- 6079.