1203 Maple Ridge Road

Wilmington, NC 28411

February 26, 2011

Dr. Tiffany Gilbert

Assistant Professor

University of North Carolina Wilmington English Department

601 South College Road

Wilmington, NC 28403

Dear Dr. Gilbert:

Since I have completed your English 205 class last Spring semester, I have started to take some steps towards applying to law school. Recently I have decided to apply for a job with Assigned Counsel, Inc. This job is a part-time law clerking position. This company is seeking an academically strong student who has excellent written and oral communication skills. As a law clerk at Assigned Counsel, Inc I would be performing legal research, drafting memorandum, and generally aiding Sr. Counsel with legal issues. I am writing to ask if you would write a letter recommending me for that position. Because you are familiar with my academic work and written and oral communication skills, your letter would be very helpful.

Throughout the course of semester together, we explored different works of literature and responded to them with new techniques. We also were responsible for daily readings and holding meaningful class discussions. Your assessments of my work helped me improve my work each step of the way in your course. You also taught me a variety of literary workings. Because this position at Assigned Counsel, Inc will require me to compose different works of literature and you are familiar with my oral communication skills, your recommendation could weigh heavily in this application process.

Please let me know if you are willing to write this recommendation. I can be reached at (910) 616- 1876 after two in the afternoon during the work week and any time on the weekends. You can also reach me by e-mail at dmc5613@uncw.edu. The deadline for this recommendation is March 15, 2011. Please address this letter to Elissa Outtrim, Human Resources. I have also attached my resume to familiarize you in my experience. Thank you for your time and consideration.

Sincerely,

Dina Catenacci

Enclosure: Resume