Kayla Martinez

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Human Resources

U.S. Pretrial Services

401 West Washington

Suite 150, Spc. 4

Phoenix, Arizona

85003  
  
Dear Hiring Manager:

My name is Kayla Martinez and I am a junior at Liberty High School who will be working towards a degree in law. I am interested in this summer internship because it will be the gateway to my future.

My background and course work have allowed me to obtain skills and training in the field of criminal justice. Here are a few of the experiences that I can bring to this position:

* I have taken a course in criminal justice and have learned all about the legal system, courts, and trials. In this class, I was the attorney in several mock trials. With this hands-on experience, I was able to get a strong feel for how a court runs and I would be a very valuable intern due to my work ethic and knowledge of this position.
* When working with the Pretrial court services, I am aware that one must be committed to serving the people. In my current job, it is second nature to serve a customer and put them first whether they are at fault or not. My current position has taught me to always be polite and listen to customers even if I know nothing about them. I also learned to always be on time and show up for every shift prepared and ready to help consumers, and those I work with. My job has also equipped me with the skill of multi-tasking and using computer software. With these skills, I am prepared to work in a court.
* Finally, my coursework at Liberty High School has been composed of several honors classes as well as courses dealing with the legal field. These demanding and valuable classes have prepared me for any challenge presented to me.

I welcome an opportunity to intern with you this semester, and appreciate the time you take to review my letter and resume.

Sincerely,

Kayla Martinez