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PLEN Internship Program
1001 Connecticut Ave, NW, Suite 900
Washington, D.C. 20036

To Whom it May Concern,

I am writing to express my interest in PLEN's Women and Public Policy Summer Internship Semester. I am passionate about women's leadership and public policy, and I am excited for the opportunity to learn and work with experienced women leaders. I am a junior and a Political Science major at College University. Although I have studied a broad range of fields, my primary interest has been women's role in the political process.

I plan to attend law school after graduation and thus have taken courses to develop my critical thinking and evaluation skills in the areas of public policy and women's rights. By integrating my political science major with my interest in women's studies I have become familiar with the role women play in public policy, the importance of non-governmental agencies and the government, as well as the value of activism.

I have extensive leadership experience in organizations focused on women and public policy. At College University I serve as Treasurer of the school's Pre-Law Society and I have been active in Maryland Against Violence, an organization that provides free legal advice to battered women. At Maryland Against Violence, I received intake calls from clients, researched federal and state bills concerning domestic violence, and completed administrative tasks for the staff. In this position I demonstrated my critical writing and thinking skills, as well as my ability to work independently. The skills I gained from this experience and as treasurer will help me in any internship to which I apply.

I am most interested in interning for an organization that addresses the role of women in the legal process. I feel PLEN is the best organization to place me in the type of organization I am interested in because of its dedication to women, leadership and public policy. If you have any questions, I can be reached at 123-456-7891 or jsmith@university.edu. Thank you very much for your consideration, and I look forward to hearing from you.

Sincerely,

Jane Smith

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