

## SAMPLE COVER LETTER: EXTERNSHIP OPPORTUNITY

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Ms. Candyce Pare  
Student Observer Program  
U.S. Securities and Exchange Commission  
100 F Street, N.E.  
Washington, D.C. 20549-5631

Dear Ms. Pare:

I am presently studying for a Master of Laws at Georgetown University Law Center with a specialization in securities, disclosure, financial regulation and corporate governance. I am writing to express my interest in an externship position with the U.S. Securities and Exchange Commission (SEC) in the spring 2008 semester. I am particularly interested in the operations of the SEC because I would like to pursue a long-term career with the equivalent organization in the U.K., the Financial Services Authority (FSA).

I have practiced for three years in the prominent mid-sized London law firm Smith & Richards in the securities and capital raisings group. During that time, I developed substantial expertise advising major broker-dealers and other financial institutions on their disclosure obligations under U.K. law and on the implications for investment advisors of a series of revisions to the new European licensing regime. My present coursework includes courses on securities regulation, broker-dealers, banking regulation and disclosure under Federal securities laws. My study, in combination with my work and research experience, makes me an ideal candidate for the SEC Student Observer Program.

In the last six months, I assisted my supervising partner in the preparation of a substantial research paper entitled "Licensing for Hedge Fund Sponsors" which will be published shortly in the British Investor Journal. By way of writing sample, I enclose a seven page research memorandum which I prepared to assist her in this endeavor. I also enclose my resume, law school transcript and list of current courses.

Given my skills, experience and interests, I believe I would benefit significantly from the SEC Student Observer Program and would be able to apply that experience to a future career with the FSA or another regulator in the U.K. I can also assure you that I would be an energetic and committed participant in the Student Observer Program. I look forward to hearing from you shortly and I thank you for your time and consideration.

Sincerely,



Jennifer Hubbard

Enclosures (4)