

To Whom It May Concern:

During the short period of time that I have been employed at the Law Firm of Adam Leitman Bailey, P.C. I have learned a great deal of responsibility and gained immense amounts of experience. This internship has been very valuable to me because it has broadened my horizons. It has made me realize that instead of pushing myself one hundred percent to reaching my career goal of becoming a corporate lawyer, I would have to do even better than that.

When I started my internship at this law firm I had no prior knowledge on how a law firm operated. Little did I know working here would be my key to the hands on experience that I would need. I began to understand what was expected and what had to be done when running both a business and handling different cases and clients. I learned everything from how to fax documents to filing different cases at court around the city.

One of the fundamental ingredients to a thriving business and keeping a reputable law firm is having a trustworthy and hardworking staff. This is essential because the staff are the driving force and key to the endless possibilities to what your company can be. While working at the law firm I have observed that all of the employees are very dedicated to their work. I observed them working diligently and efficiently all the time which influenced me to do all of my tasks to the very best of my abilities.

This internship has made an important impact and I feel that I will be prepared for my future jobs. I have learned so much from both the assignments that were delegated to me and from the people I have had the pleasure of working with. My advice to the future legal assistants would be to complete your tasks to the best of your ability and to come to work with an open mind everyday because you never know what you might learn or who you may meet that can help further your goals in life.

Sincerely Yours,

A handwritten signature in black ink that reads "Veda". The signature is written in a cursive, flowing style with a large initial "V".

Veda