[Eigener Briefkopf]

[Name d. Kanzlei o.ä.]
[ggf. Name der Kontaktperson]
[Anschrift d. Kanzlei]
[Anschrift zweite Zeile]

[Datum, z.B. 31st May 2019]

Application for an internship at [Name d. Kanzlei]

Kontaktperson unbekannt: Dear Sir or Madam / To whom it may concern,
Kontaktperson bekannt: Dear Mr [Name] / Ms [Name],

Einleitung:
I learned of [Name d. Kanzlei]'s internship opportunity through ... / My name is ... and I have been put in touch with you by ... Please accept this letter and my CV, attached, as my enthusiastic application for an internship at your firm.

Angaben zur Person:
I am currently in the [first / second / third / final] year of my legal studies at [Name d. Uni] in Germany / I recently graduated from [Name d. Uni] with an LLM degree / with a major German law degree ("Staatsexamen") and I am currently seeking internship opportunities for 2020. I have worked as [an intern at <Name d. Kanzlei> / student research assistant at the Chair for International Law] for [three months / two years / ...], which equipped me with [excellent communication skills / research skills / an eye for detail / a vast knowledge of international law]. Having studied law and volunteered as a [Bezeichnung d. Ehrenamts] at [Name d. Organisation] concurrently also provided me with excellent time management skills and the ability to work efficiently under pressure.

Motivation für die Bewerbung:
I aspire to work in [international law / labour law / criminal law]. My enthusiasm for this area of the law stems from the fact that [Begründung]. At the same time, I am looking for a challenging and international environment to further develop my skills and knowledge. An internship at your firm would be a great next step and I would be thrilled about an opportunity to work in your team. Ideally, the internship would take place between [z.B.: 13th July and 16th October 2020] and last for six weeks.

I thank you for your time and consideration and will be available for an interview at your convenience.

Kind regards
[Unterschrift (digital oder handschriftlich)]
[Name]