

June 04, 2018

Michelle Brodsky
230 Trilland Terrace,
East Stroudsburg, PA 18360
570-730-6999
brodsky@hartford.edu

Dear Stroudsburg Law Offices:

My name is Michelle Brodsky and I am an incoming sophomore at the University of Hartford. I am a double major in American Constitutional history and biochemistry and intend to pursue a career in criminal law. I am looking for internship and/or volunteer opportunities that will help me gain real world legal experience.

I am able and willing to perform any tasks required of me and am a reliable, motivated, and conscientious student. I have held several internships and jobs in the past that have molded me into a suitable candidate. I worked in State Representative David Parker's office for two years, I volunteer for VALOR, hold an internship at the Judaic Studies Center at my college, and have a job as a customer service representative at the office of residential life on campus. I additionally have held and continue to hold a myriad of leadership positions which can be viewed on my enclosed resume.

In high school, I was the president of Mock Trial and competed in several competitions as the head attorney. I am well versed, very familiar with the American legal system, and most importantly, will work as hard as I have to in order to be successful.

I am searching for any opportunity that would allow me to gain experience in the field. This would include administrative duties such as copying/faxing, research and writing, dealing with case files, assisting with preparations, or anything else needed of me. I have worked with primary sources through my internships in high school and college and would be able to perform these aforementioned tasks successfully. I am available at anytime to discuss further requirements and can be contacted by phone or email. Letters of recommendation or any other necessary materials can also be provided.

Thank you for your time and consideration and I look forward to hearing back soon.

Best Regards,
Michelle Brodsky

Michelle Brodsky
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Brodsky@hartford.edu
570-730-6999

EDUCATION:

University of Hartford, West Hartford, Connecticut
American History and Biochemistry Major, Class of 2021.

Stroudsburg High School (2013-2017)

- 4.0 GPA
- Top 3% of class

EXPERIENCE:

University of Hartford Office of Residential Life, Customer Service Representative
(2017-present)

- Answer phone calls
- Communicate with students, parents, staff, and public safety
- Open doors for locked out students
- Fill out lost key reports, broken key reports, and other necessary paperwork

AUC Reform Committee (2017-present)

- Help to initiate changes to current university curriculum

Intern at the Maurice Greenberg Center for Judaic Studies (2017-present)

- Work with primary source documents from the Holocaust
- Transcribe and translate Lithuanian, Russian, and Hebrew documents
- Tag photos of restorations
- Assist Dr. Freund in his archaeological and research-based endeavors

Maxim Dental Laboratory (2014-present)

- Secretary
- Make phone calls
- Deliver cases
- Manufacture price lists

State Representative David Parker's Office (September 2015-2017)

- Completed the Monroe County Resource Directory Manuel
- Prepared literature for public consumption
- Made phone calls
- Organized the office

VALOR Volunteer (October 2015-present)

- Regular volunteer at monthly stand down
- Help veterans in need and other struggling people find clothing, food, and other necessities

Stroudsburg HeadStart Organization (February 2016)

- Formulated an elaborate PowerPoint for the 50th anniversary

RSVP Program (May 2015-Present)

- Spent months working on a 5,000 photo powerpoint for the RSVP's 25th Anniversary Luncheon

Stroudsburg High School National Honor Society (2015-present)

- Participated in a myriad of volunteer related activities such as soup kitchens, Meals on Wheels,

- Tutoring Visually Impaired Child (June 2013)

Spent a summer tutoring a family friend's legally blind son in math, English, Hebrew, Russian, and history.

Tutoring (2012-present)

- Tutoring in AP Biology, AP Chemistry, English, Math, Hebrew, Russian, and History.

ACTIVITIES:

- Chabad Chevra on Campus (2017-present)
- Sinai Scholars (2017-present)
- National Honor Society (2014-2017)
- Peer Tutoring (2014-2017)
- Future Business Leaders of America (2014-2017)
- Mock Trial (2014-2017)
- Model Congress (2013-2017)
- History Club (2015-2017)
- Philosophy Club (2015-2017)
- Monroe County Historical Association (2015-2017)

LEADERSHIP & AWARDS:

- University of Hartford President's Scholarship (2017)
- First place American Legion essay contest winner (2017)
- Antoine Dutot Scholarship recipient (2017)
- Salvation Army Community Service Scholarship winner (2017)
- President of Mock Trial (2016-2017)
- President of Peer Tutoring (2016-2017)
- President of History Club (2016-2017)
- Historian of National Honor Society (2016-2017)
- Treasurer of Peer Tutoring (2015-2016)

- President of Monroe County Historical Association Junior Board (2016-present)
- Junior Board Member Monroe County Historical Association (2015-present)
- First Place FBLA Parliamentary Procedure (2016)
- School Spelling Bee winner (2016)
- Veterans of Foreign Wars essay contest winner (2016)
- “There Ought to be a Law” PA Legislature award (2015)
- Top 10 in PA Intro to Parliamentary Procedure junior edition (2015)
- One of two juniors selected for Monroe County History Competition
- High Honor Roll (2013-2017)
- Top Ten Percent of Grade (2014-2017)

SPECIAL SKILLS:

- Type at 100 WPM
- Familiar with Photoshop and Microsoft Suite
- Fluent in Russian
- Familiar with Hebrew and Spanish
- Time management/self-motivation

REFERENCES:

- Dr. Richard Freund-Professor and Internship advisor. (freund@hartford.edu)
- Dr. Maria Frank-Professor. (frank@hartford.edu)
- Mrs. Sabina Dopiro-Close family friend for over 10 years. (917-923-9837).
- Mrs. Hilary Hakim -12th grade AP Chemistry teacher (hhakim@sburg.org).
- Mrs. Cheri West-11th grade chemistry teacher (clwest67@live.com)
- Mr. Shawn Thornton-AP U.S History teacher (sthorn@sburg.org)

Please feel free to contact me for additional references.