

New York City College of Technology

Dr. Pla Y. Doh
Director of Internship Opportunities
CUNY – New York City College of Technology
City Tech Placement, Room NG-08
300 Jay Street
Brooklyn, NY 11201
Hello,

My name is Dr. Pla Y. Doh, and I am writing to you because there is a new campaign to recruit Brooklyn businesses and industry partners to provide internship opportunities for students of City Tech in the specific field of Law and Paralegal Studies. I understand that there may be concerns about prospective students working for your firm. To determine the student's eligibility for an internship they must first meet certain requirements.

The City Tech interns are required to have four courses in the area of Law and Paralegal studies with grades of a "B" or higher. The interns would have the best experience if they could acquire 100 hours as a minimum, in the legal firm. The legal intern would be supervised by a legal mentor you would find qualified. It would be helpful if every week the mentor could provide an evaluation for that interning student.

We want students in Law and Paralegal Studies to be able to have the experience of interning at a firm, such as yours. Interning paralegals would be able to give you the assistance needed and possibly help your business with finding potential paralegals for hire.

If you were to accept one or more City Tech intern from the Law and Paralegal Studies Program you will be giving students the opportunity to have experience in the legal field. Also, it is a great way to find potential employees, by first having them interning. Please accept interns from City Tech's Law and Paralegal studies program in the hope of giving them experience and having the choice of possibly working for your firm.

Sincerely,

Dr. Pla Y. Doh