

Rayhan Putra Sena

Jl. Bima Buana 15 No. 29

Bekasi 17510

Hendarsam Marantoko And Partners (“HMP Law Firm”)

Plaza Basmar 2nd Floor, Room 2.6,

Jl. Mampang Prapatan Raya No. 106 Jakarta Selatan, 12760.

Dear Mr./Mrs,

I am final year law student at Trisakti University. With a strong passion for the legal field, I am eager to apply my skills and knowledge in a practical setting at your law firm. I am writing to express my interest in the Internship Position at HMP Law Firm. I have a strong ambition to build a long-term career as a lawyer. I’m fully committed to this path and eager to keep learning and growing in the field. After graduation, my goal is to join the bar and start practicing as a lawyer and achieve my advocate license. where I can continue developing my skills and contribute to the success of HMP Law Firm. I hope that HMP Law Firm will provide me with my first professional work experience.

Throughout my academic career, I have developed a solid foundation in Legal Writing, Legal Research, Practice Law, and Legal Drafting, which has equipped me with a comprehensive understanding of legal principles and the ability to apply them effectively. Additionally, my involvement in the Moot Court team and several organizational experiences has further honed my litigation and advocacy skills, providing me with valuable experience in drafting legal documents and conducting legal research. These experiences have solidified my passion for the legal field and prepared me to contribute effectively to your law firm.

At HMP Law Firm, I am particularly drawn to your commitment to providing exceptional legal services and your dedication to upholding integrity. I'm really passionate about business law and eager to learn more about it in a real-world setting. While my studies have given me a solid base, I’m excited about the chance to dive deeper into areas like corporate governance, mergers and acquisitions, and contract negotiation at your firm. I’m driven to become a skilled business

lawyer, and I'm looking forward to the hands-on experience and guidance I could get from working with your team. I'm excited to learn and grow as much as possible in this field.

Enclosed is my resume, which provides additional details about my academic achievements and extracurricular activities. I would welcome the opportunity to discuss how my skills, experience, and enthusiasm can contribute to HMP Law Firm continued success.

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to your team. Please feel free to contact me at (+62) 812-8599-5204 or via email at rputrasena@gmail.com to schedule an interview or to discuss my application further.

Sincerely,

Rayhan Putra Sena

Rayhan Putra Sena

Bekasi | rputrasena@gmail.com | (+62)812-8599-5204 <https://www.linkedin.com/in/rputrasena/>

About Me

I'm a final-year law student at Trisakti University, actively involved in organizations and competitions to build the skills I need for a career as a lawyer. These experiences have strengthened my understanding of legal practices and prepared me for the challenges of working in the legal field.

Education

Trisakti University

Faculty of Law

September 2021-Present

Internship Experience

Bekasi District Court

Bailif Division

August 2024-Present

- Helped with administrative tasks and court summons execution.
- Worked alongside bailiffs, handling legal documents for court cases.
- Learned about court procedures and how legal enforcement works.

Organization Experience

OTF Peradilan Semu

Trisakti University

External Staff

February 2022-February 2023

- Coordinated with external partners for organizational events.
- Helped build and maintain relationships with other institutions.
- Set up meetings and collaborations to support our organization's programs.

Anti Money Laundering Competition

Trisakti University

Staff of Document Division

March 2022-March 2023

- Managed the collection, review, and organization of participant documents.
- Worked with the event team to ensure all paperwork was accurate and complete.
- Kept the competition's documents well-organized and in line with the rules.

Comparative Study with Tirtayasa Moot Court Community**Trisakti University***Project Officer**November 2022*

- Led the planning and execution of a university comparative study event.
- Managed the team to make sure everything ran smoothly.

Contract Drafting and Negotiation Competition**Trisakti University***Staff**April-October 2023*

- Assisted in drafting and reviewing business contracts for clients.
- Took part in contract negotiations, helping write beneficial clauses.
- Learned a lot about contract drafting and business law.

Competition Experience

Internal Moot Court Competition**Trisakti University***Head of Delegation**November 2021-February 2022*

- Led the team in preparing legal arguments for the mock court competition.
- Organized the team's strategy and assigned tasks for court case presentations.
- Built strong teamwork to tackle various legal scenarios.

Military Criminal Law Competition**Mahkamah Agung RI**

Member of Delegation

- Helped with research and strategy for military criminal cases.
- Worked with the team to present arguments in the competition.
- Gained a better understanding of military law and court proceedings.