



GREATER BOSTON  
LEGAL SERVICES  
*...and justice for all*

August 19, 2013

**VIA FACSIMILE**

Mr. Dan Ruben  
Equal Justice America  
Building II - Suite 204  
13540 East Boundary Road  
Midlothian, VA 23112

**Re: Keely Elta - Summer 2013 Internship at Greater Boston Legal Services  
Housing Unit**

Dear Mr. Ruben:

I am writing regarding Keely Elta, my 2013 summer intern at the Greater Boston Legal Services Housing Unit. As her direct supervisor I know her work well and it was superb, so much so that I asked her to continue working with me for the next year as my intern. Her assistance has been invaluable.

As a legal intern Ms. Elta, interviewed clients, checked files, contacted opposing counsel and government agencies and drafted legal documents and letters. She also conducted extensive settlement and other negotiation with opposing counsel on behalf of our clients. She had independent responsibility for her clients with only minimal supervision. All her legal work was of a very high quality. She was zealous and showed initiative in working on her cases and obtained good results.

Ms. Elta carefully considered all aspects of her cases and her clients' lives and provided valuable human insights as well as legal analysis. She knows how to listen to clients and understand their often unique needs. She is able to see the larger picture and develop solutions. I was able to trust ideas and conclusions.

GBLS serves a population with numerous legal, economic problems and sometimes social problems. Ms. Elta showed sensitivity dealing with them and the emergencies they presented daily. Her patience earned the trust of clients and she was able to learn the facts necessary to advocate for them. She was always respectful while being helpful, caring and resourceful. She was sensitive and thoughtful but always professional.

Ms. Elta was not only valuable to our clients but was also a valuable asset to our office as well - attorneys and support staff alike - and energetically helped with the constant stream of

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emergencies which come into our office, often volunteering to take on added responsibilities. She worked many more hours than her internship would have required.

I have been more than pleased with her work over the summer and know she will continue to be an asset to our office during the coming year. Please contact me at 617 – 603 – 1649 should you have any questions or need further information.

Very Truly Yours,

Barbara Zimbel  
Senior Attorney  
Housing Unit