Month Date, Year

Individual's Name, Title
Firm/Organization Name
Address
City, ST Zip

Dear Mr./Ms.:

Give your status, the purpose of the letter, and the name of the position for which you are applying. If someone has referred you, mention that person's name. Tell how you learned about the position or the firm.

Tell why you are interested in working there and be as specific as possible (firm size, mix of practice areas, geographic location, a certain specialty). Tell them what it is about their firm that interests you. Include the firm name in the body of the paragraph.

Tell why you are qualified for the position. Qualifications can include: prior work or volunteer experience, externships, coursework, undergraduate major, journal participation, skills in researching, writing, analyzing, etc. First-year students can use undergraduate GPA. Explain how your qualifications fit into the position.

Refer to your enclosed resume (and any other materials you've included). Express your desire to meet with them for an interview. Thank them for their consideration of your candidacy.

Sincerely,

(handwritten signature)

Typed Name

enclosure