

## COVER LETTER EXAMPLES

### **Format 1 – Outline**

Your Name  
Your Address  
City, ST Zip  
e-mail

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

**Format 2 – Private Practice 1L**

**ARNIE BECKER**

123 Maple Drive, Beverly Hills, CA 90210 – (301) 451-2345 – arnie.becker@lls.edu

November 15, 2006

Ms. Linda Baker  
Recruiting Coordinator  
Sheldon & Cork  
9101 Wilshire Blvd., 17<sup>th</sup> Floor  
Beverly Hills, California 90210

Dear Ms. Baker:

In anticipation of the completion in May of my first year of legal studies at Loyola Law School, Los Angeles, I am seeking a summer 2007 law clerk position with your firm. My background includes significant academic accomplishments, practical work experience, and an established commitment to corporate law that would enable me to quickly contribute to Sheldon & Cork's diverse and sophisticated practice.

I became interested in your firm after reading about Mr. Sheldon's successful representation of VeriSign in its recent acquisition of Network Solutions. Your firm is also of particular interest to me because it represents a wide range of software companies in its corporate practice, and has a national reputation for its technology mergers and acquisitions practice.

As my enclosed resume indicates, I received a notably high mid-term grade in Contracts in my first semester of law school. In addition, I received a Bachelor of Arts in Business Administration with an emphasis in Information Technology from the University of San Diego's School of Business. My corporate focus throughout my undergraduate studies is evidenced from my emphasis in Information Technology as I pursued my Bachelor of Business Administration at the University of San Diego's School of Business. Subsequently, I have gained greater exposure to corporate business practice as an active member of Loyola's Business Law Society and as a student member of the Business Law section of the Beverly Hills Bar Association.

I would greatly appreciate the opportunity to meet with you to further discuss opportunities with your firm and have enclosed a copy of my resume for your review. I will telephone your office next week to confirm receipt of this letter and to inquire regarding the possibility of scheduling an interview at your convenience. Thank you for your consideration of my candidacy.

Sincerely,

Arnie Becker

Enclosure

**Format 3 – Private Practice 2L**

**RICHARD FISH**

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128 N. Central Avenue, Culver City, California 90215, (310) 555-2222, rfish@lls.edu

September 10, 2006

Bob Newhart, Esq.  
Newhart, Newhart & Newhart  
212 Park Avenue  
Los Angeles, CA 90014

Dear Mr. Newhart:

Ally McBeal, a senior staff attorney at the SEC, recommended that I contact you. As a second year student at Loyola Law School, Los Angeles, I am extremely interested in pursuing a position as a summer associate with your firm for the upcoming summer. I was fortunate to work closely with Ms. McBeal during my tenure as an intern this past summer, and she spoke very highly of your firm's outstanding litigation practice. I am confident that my practical legal experience and strong academic background would allow me to quickly contribute to the business of your firm.

My interest in Newhart, Newhart & Newhart stems both from Ms. McBeal's high recommendation and from your diverse litigation practice. I have a strong desire to work in litigation, and I believe I would enjoy doing so at a firm that handles such a wide variety of legal issues. Additionally, I have a particular interest in your growing white-collar criminal practice.

If given the opportunity of a summer clerkship, I feel certain that I would be an asset to your firm. I am ranked in the top 20% of my class. My strong writing skills are currently being further enhanced through my service as a staff writer on the Loyola of Los Angeles Law Review. Furthermore, as an intern at the SEC, I demonstrated my ability to provide attorney assistance and perform substantive legal research and writing. Finally, after maintaining a neutral posture toward litigation as a judicial extern this past spring, I look forward to experiencing the persuasiveness of litigation as a party representative.

My resume is enclosed for your review. I will call within the next two weeks to ensure your receipt of these materials and to discuss the possibility of arranging an interview. If I can provide you with any additional information, please feel free to contact me before then. Thank you for your consideration, and I look forward to speaking with you in the near future.

Very truly yours,

Richard Fish

Enclosure

**Format 4 – Private Practice 3L**

**JACKIE CHILES**

666 Rodeo Drive  
Beverly Hills, CA 90210  
(310) 666-6666  
Jackie.chiles@lls.edu

November 1, 2006

John Parker, Esq.  
Parker & Parker  
555 Hollywood Boulevard  
Hollywood, CA 90025

Dear Mr. Parker:

As a third year student at Loyola Law School, Los Angeles, I am extremely interested in pursuing a position as an associate with Parker & Parker after taking the July bar exam. Throughout my studies, I have focused on preparing myself for a position with a general practice firm which handles copyright and trademark litigation matters. Given my professional and academic background in engineering and my strong research and writing skills, I believe I am particularly well-suited to your firm's intellectual property practice.

I received a Bachelor of Science degree in Mechanical Engineering from the University of Southern California. During my career at Loyola Law School, I studied copyright law, trademark law, patent law and litigation. As a staff member of the Loyola of Los Angeles International and Comparative Law Review, I refined my research and writing skills. I also gained valuable, practical intellectual property experience in both the public and private sectors during my summers as a law student. During the summer of 2005, I worked as a law clerk for the Lawyers for the Arts, where I concentrated primarily on copyright infringement matters. This past summer, I worked as a summer associate for Larry, Moe, & Curly, LLC, conducting legal research and drafting a number of motions and memoranda on unfair competition and trademark registration.

I would appreciate the opportunity to discuss an entry level position with your firm. Thank you for your consideration of the enclosed resume, and I look forward to speaking with you in the near future.

Very truly yours,

Jackie Chiles

Enclosure

**Format 5 – Real Estate**

**SHIRLEY SCHMIDT**

100 May Fair Lane  
Los Angeles, California 90078  
(213) 100-1000  
[shirely.schmidt@lls.edu](mailto:shirely.schmidt@lls.edu)

February 10, 2007

John Brown, Esq.  
Brown & Brown  
1414 State Street  
Pasadena, California 91050

Dear Mr. Brown:

As a second year law student at Loyola Law School, Los Angeles, I am extremely interested in pursuing a position as a law clerk with Brown & Brown for the summer of 2007. Due to my background in real estate and a keen interest in property, I was particularly pleased to learn of your posting on Loyola's Emplawynet listings. I believe that my strong business training, significant property management experience, and excellent oral and written communication skills would enable me to contribute to your firm's sophisticated real estate practice.

After receiving my Bachelor of Arts degree in Business from the University of San Francisco, I gained three years of valuable experience as a property manager for a major apartment complex in Los Angeles. This foray into real estate piqued my interest, and I subsequently attained my real estate license. At Loyola, my primary interest continues to be real estate and I received a notably high grade in my property class in my first year. This past summer, I had the opportunity to gain practical experience in real estate as a law clerk for a small private firm with a burgeoning land use practice. I continue to seek out opportunities for exposure to this practice area as a member of Loyola's Real Estate Law Society and as a student member of the Urban Land Institute.

I have enclosed a copy of my resume for your perusal and I would welcome the opportunity to meet with you to discuss my qualifications and your hiring criteria in greater detail. Thank you for your time and consideration.

Sincerely,

Shirley Schmidt

Enclosure

**Format 6 – Public Interest**

**AMANDA BONNER**

814 Hill Street, #1  
Santa Monica, CA 90405  
310.453.1518  
[abonner@lls.edu](mailto:abonner@lls.edu)

February 20, 2007

Ms. Cheryl Farber  
Personnel Coordinator  
Children's Alliance  
111 S. Figueroa Street, #333  
Los Angeles, CA 90012

Dear Ms. Farber:

Currently, I am a student at Loyola Law School, Los Angeles and will complete my first year this coming May. During the summer, I would like to serve as a full-time volunteer for the Children's Alliance.

I am very interested in a legal career in family law and believe the experience I would acquire at your organization would be an excellent way for me to begin. The services you provide to the public are essential, and I can think of few experiences more rewarding than assisting in their delivery.

In addition to my newly acquired legal knowledge, I believe I have the compassion and empathy needed to work effectively with your clients. My several years of experience as a mentor with the Girl Scouts of America has provided me with a solid foundation in effectively communicating with children of all ages and from a wide variety of backgrounds. I am an active member of Loyola's Public Interest Law Foundation and helped organize the Fourteenth Annual Auction Night this past October. Moreover, my Criminal Law class included a lecture and several readings on juvenile rights.

I would welcome the opportunity to speak with you about the possibility of employment with your organization and have enclosed my resume for your review. I genuinely hope that I will have the opportunity to spend my summer as a volunteer with your organization and I thank you for your consideration.

Sincerely,

Amanda Bonner

Enclosure

**Format 7 – Government**

**DANIEL KAFFEE**

3435 Cruise Circle  
Los Angeles, California 90027  
(213) 722-9090  
Daniel.kaffee@lls.edu

February 14, 2007

JoAnne Galloway, Assistant District Attorney  
Los Angeles County District Attorney's Office  
555 Temple Street, 5<sup>th</sup> Floor  
Los Angeles, CA 90012

Dear Ms. Galloway:

Currently, I am a student at Loyola Law School, Los Angeles and I will complete my first year this coming May. During the summer, I would like to be a full-time volunteer for the Los Angeles District Attorney's Office. I am very interested in a career in criminal law and believe the experience I would acquire in the District Attorney's Office would be an excellent way for me to begin.

This past fall, I received the First Honors Award for the highest grade in my Criminal Law class. Prior to law school, I worked in the Public Defender's Office in Hartford, Connecticut. As an extern, I assisted the attorneys at trial with a precedent setting transfer case. While I valued the exposure that I gained at the Public Defender's Office, that opportunity, along with my experience in my Criminal Law class, has made me realize that I would prefer to prosecute, rather than defend criminal cases.

I would welcome the opportunity to work at the District Attorney's Office this summer, where I can apply my legal research and writing skills, as well as my previous public sector experience. I have enclosed my resume for your review. I look forward to hearing from you.

Thank you for your time and consideration.

Sincerely,

Daniel Kaffee

Enclosure

**Format 8 – Judicial Externship**

**MITCH MCDEERE**

555 Barrington Avenue  
Los Angeles, CA90049  
323-932-1234

[Mitch.mcdeere@lls.edu](mailto:Mitch.mcdeere@lls.edu)

January 5, 2007

The Honorable Hilda Jones  
United States District Court for Central District of California  
100 Spring Street  
Los Angeles, CA 90071

Dear Judge Jones:

I am a first year student at Loyola Law School, Los Angeles, and I possess practical legal experience and solid legal research and writing skills. I am extremely interested in serving as an extern in your chambers for the Summer of 2007. Please accept this letter and my enclosed resume as part of my application.

I am particularly interested in working with you because many of the attorneys who have clerked and/or externed in your chambers describe you as a great mentor. Also, I have been very active in various environmental groups including Loyola's Environmental Law Society and the Sierra Club, and I understand that you handle numerous cases involving these issues.

I have had the opportunity to develop a strong foundation in legal analysis and drafting. Last semester I wrote two memoranda as a part of my Legal Research and Writing class. This semester I prepared a Memorandum of Points and Authorities in Support of a Motion for Summary Judgment as well as an Appellate Brief, on which I received an A. Prior to law school I wrote a 200 page thesis on Transferring Juvenile Cases to Criminal Court as part of my undergraduate curriculum. This summer I would like to continue to refine these skills under your tutelage.

I would welcome the opportunity to discuss my background and experience in more detail. Should you wish to schedule an interview, or if I can provide you with any additional information to assist you in the consideration of my candidacy, please contact me.

Thank you for your time and consideration.

Very truly yours,

Mitch McDeere

Enclosure