

SAMPLE COVER LETTER FOR FIRST-YEAR

4831 W. Braddock Road
Alexandria, VA 22042

February 3, 2004

Paul E. Larkin
Larkin, Noel and Falk
1301 Pennsylvania Avenue, NW
Washington, DC 20004

Dear Mr. Larkin:

As a first-year student at The George Washington University Law School, I am seeking practical legal experience this summer in an effort to complement my scholastic knowledge of the law.

I am particularly interested in Larkin, Noel and Falk because of its diverse practice in civil litigation, tax, and patent law in a small firm setting. I would be an asset to the firm given my demonstrated commitment to working hard, learning quickly, and taking on new challenges. The enclosed resume highlights related work, educational experience, and activities with several organizations.

In addition, I have conducted a great deal of research and writing, some of which has been utilized by university professors to enhance their instructional materials, which has sharpened my analytical skills. Finally, I have worked in several different environments and I am comfortable working both independently as well as in groups.

I would appreciate the opportunity to meet with you personally. You may reach me at (202) 123-4567 or jpmoore@law.gwu.edu. Thank you for your time and consideration.

Sincerely,

Joseph P. Moore

Enclosure

SAMPLE COVER LETTER FOR SUMMER ASSOCIATE JOB

JANE SMITH
800 Smith Drive · Washington, DC 20002 · (202) 555-5555 · jdoe@law.gwu.edu

August 30, 2004

John Doe
Smith & Smith
1000 New York Avenue, Suite 100
New York, NY 11101

Dear Mr. Doe:

I am a second-year student at The George Washington University Law School, and I am interested in a summer associate position with Smith & Smith in New York City. Having spent this past summer as a judicial intern in the Southern District of New York, I plan to practice law in New York City upon my graduation in June 2006. I am particularly interested in your firm because of its growing international practice and strong corporate practice.

My analytical, research, and writing skills would permit me to make a valuable contribution. Working as a judicial intern for Judge Jack Black, I drafted opinions and performed legal research on topics ranging from RICO to the adequacy of state court rulings in federal court. One of the opinions I worked on was picked up for publication by the New York Law Journal. This experience, in addition to my first-year legal writing course, further developed my writing and research skills. Additionally, my academic and work experience abroad gives me a set of skills that are useful for the increasingly international character of legal issues. I am eager to put these skills to work at your firm.

I have enclosed my resume, and I look forward to an opportunity to discuss my candidacy in person. My contact information where I can be reached is above. Thank you in advance for your time and consideration.

Sincerely,

Jane Smith

Enclosure

SAMPLE COVER LETTER

[Resume heading with contact information goes here]

July 26, 2004

John Smith
Director of Human Resources
Johnson & Johnson, PLLC
800 K Street, NW
Washington, DC 20004

Dear Mr. Smith:

As a holder of a doctorate in Cellular and Molecular Physiology from Yale University and a second-year student at The George Washington University Law School, I am seeking a summer associate position with Johnson & Johnson. I am particularly interested in your organization because of its exclusive focus on intellectual property law and its strong biotechnology focused patent practice.

My scientific background, as well as my legal training and experience this summer with the United States Court of Federal Claims, makes me an ideal candidate. After obtaining an undergraduate degree in Biological Sciences at the University of Maryland, I received rigorous training in lab research at the Departments of Pathology and Physiology at Yale. My doctoral work involved molecular biology.

In graduate school, I realized I preferred teaching science and researching discoveries for the departmental journal club over bench research, and that I wanted to pursue a career that drew more upon my communication and interpersonal skills. After taking patent law, I decided to pursue a study of law, focusing on intellectual property. Working this summer for Chief Judge Damich confirmed that I made the right decision to pursue a legal career.

I would appreciate an opportunity to discuss my candidacy in person. Thank you for your time and consideration.

Respectfully,

Jane Doe, Ph.D.

SAMPLE COVER LETTER

[Resume heading with contact information goes here.]

July 15, 2004

Ms. Jane Smith
Legal Recruitment Administrator
Jones & Smith LLP
11951 Freedom Drive
Reston, VA 20190

Dear Ms. Smith:

As a student at The George Washington University Law School, I am interested in obtaining a position at Jones & Smith LLP for the summer of 2005. I believe my extensive financial training coupled with my newly acquired legal skills will be an asset to your firm.

Both my academic and work experience required me to research financial issues, specifically company valuations and IPO price setting models. I completed an undergraduate degree in economics at Case Western Reserve University with a concentration in economic development, finance, and international trade. Also, I worked and studied in an international setting. I spent a semester abroad at the University of Melbourne studying venture capitalism in Southeast Asia, and a summer working at the Lebanese Department of Commerce assisting the formulation of techniques to thwart corruption and maximize government revenues and minimize import duties.

I would appreciate the opportunity to meet with you personally to discuss my credentials. Thank you for your time and consideration.

Sincerely,

John Doe

SAMPLE COVER LETTER TARGETED TO SPECIFIC FIELD

4568 Braddock Road
Annandale, VA 22466

September 5, 2004

Jane K. Delaney
Director of Human Resources
Arthur Andersen & Company
1686 K Street, NW
Washington, DC 23677

Dear Ms. Delaney:

As a rising third-year student at The George Washington University Law School, I am seeking a summer legal position in the tax department of Arthur Andersen not only to utilize my academic training in accounting and law, but also to satisfy my long-standing interest in tax law.

As my enclosed resume indicates, my experience, education, and commitment to the field of tax law would enable me to make a substantial contribution. I hold an undergraduate degree in accounting from Bucknell University, where I was graduated *magna cum laude*. Upon graduation, I strongly considered several offers to join the auditing departments of major accounting firms. However, I decided to enter law school and pursue my interest in tax law.

Having finished my second year of law school, I have successfully completed courses in Federal Taxation, Corporate Taxation, and Estate and Gift Tax. While maintaining a strong academic standing, I have accumulated significant legal writing and research experience as a clerk with a major DC law firm.

I would appreciate the opportunity to explore my candidacy further by meeting with you personally. Thank you for your consideration.

Sincerely,

Joseph K. Bullock

Enclosure

SAMPLE COVER LETTER TARGETED TO SPECIFIC GEOGRAPHIC LOCATION

[Resume heading with contact information goes here.]

September 17, 2001

Joselyn K. Brown
Recruiting Coordinator
Pierce, Wright & Herndon
48 Mercantile Plaza
Houston, TX 75883

Dear Ms. Brown:

As a native Texan, I plan to return to Houston to practice law upon graduation from The George Washington University Law School in May 2002. Lee Hannon, an attorney in your Washington, DC office, suggested that I contact you regarding the possibility of employment in the field of labor law.

I have accumulated significant experience in arbitration and collective bargaining as a law clerk at Sedhume and Farber. Additionally, my undergraduate education at Cornell University's School of Industrial and Labor Relations provides a sound base from which to expand my legal interests.

I am a disciplined person who is capable of independent work. My academic record in both law and undergraduate school reveals my desire to strive for excellence while maintaining a strong interest in extracurricular activities. I have excellent research and writing skills and, at your request, I would be pleased to share samples of my work.

I am traveling to Houston over the Thanksgiving holiday, and I would like to meet with you for an employment interview during that week. I will follow up with a call to arrange an agreeable date and time. Thank you.

Sincerely,

Jeanne H. Weaver

Enclosure

**SAMPLE COVER LETTER TARGETED TO SPECIFIC
GEOGRAPHIC LOCATION**

[Resume heading with contact information goes here.]

August 15, 2005

Ms. Jennifer Jones
Recruiting Director
Jones, Smith, Doe & Jenkins LLP
123 Main Street
Santa Monica, CA 12345

Dear Ms. Jones:

Thank you for speaking with me on June 23 regarding a summer associate position at Jones Smith. As you recommended, I am writing to reiterate my interest in your firm. I am particularly drawn to Jones Smith's thriving Real Estate practice. Though I have never lived in Los Angeles, I have visited the city many times, both for work, as well as to visit friends. I love Los Angeles and all it has to offer, and I am committed to making it my permanent home.

I am a second-year student at The George Washington University Law School, where I have maintained a B+ average while working full-time at the United States Senate. I have excelled in my classes, especially my legal writing and advocacy class, earning a high pass. In addition, my undergraduate work in the field of journalism, for which I graduated with *Highest Honors*, allowed me to develop strong research and writing skills.

My time spent in the Senate negotiating with various staff members of both political parties has provided me unparalleled experience in coming to an agreement on intricate matters, a crucial skill in the legal profession. My quick advancement through the office demonstrates my strong work ethic and commitment to excelling in everything I do. These skills would allow me to make a valuable contribution to your firm.

Enclosed is my resume. Please feel free to contact me at anytime. Thank you for your time and consideration.

Sincerely,

Elizabeth Miles

Enclosure

SAMPLE COVER LETTER FOR SUMMER INTERNSHIP

3456 Franconia Road
Alexandria, VA 22310

January 20, 2002

Ms. Theresa A. Lee
Legal Action for Kids
1200 18th Street, NW
Washington, DC 20036

Dear Ms. Lee:

Thank you for speaking with me on Friday, January 17 regarding a summer internship with Legal Action for Kids. After discussing the hands-on nature of the work in your office, I am enthusiastic about a legal position with your organization. As evidenced by my experience in the fields of psychology and child development, I possess a sincere interest in contributing to a legal system that best meets the needs of children and their families.

My strong academic record as an undergraduate student coupled with my participation in community activities demonstrates my high degree of commitment and involvement in public interest work. Specifically, volunteering as a Social Work Aid at DC Children in Need prepared me to interact compassionately with children in need of legal services.

Additionally, I am eager to apply my legal research and writing skills. I would appreciate the opportunity to further discuss summer employment with you. Thank you for your consideration.

Sincerely,

Mary T. Rucker

Enclosure

SAMPLE COVER LETTER FOR JUDICIAL INTERNSHIP

1566 20th Street, NW
Washington, DC 20097

November 29, 2001

The Honorable Charles Zimmerman
New Hampshire District Court
1500 West End Avenue
Gables, NH 01007

Dear Judge Zimmerman:

As a New Hampshire native and a first-year student at The George Washington University Law School, I am seeking a judicial internship with you for the summer of 2002.

I am interested in working as a judicial intern to utilize my research and writing skills. As an undergraduate research assistant at the University of New Hampshire, I contributed to an article that was published in a national political science journal. Additionally, I received High Honors in my first year legal research and writing class.

Enclosed is my resume for your review. Thank you for your consideration.

Sincerely,

Martha Quigley

Enclosure: Resume