

[Your Full Name]

[Street Address]

[City, State ZIP]

[yourname@law.edu] • [(000) 000-0000]

[Month Day, Year]

[Contact Name, if known]

[Title]

[Firm / Employer Name]

[Street Address]

[City, State ZIP]

Dear [Mr. / Ms. Last Name]:

(If you do not have a name, use "Dear Hiring Committee:" or the specific committee. Never use a first name.)

[Paragraph 1: Introduction. Say who you are, for example a rising 2L at [Law School], and the exact position you are applying for in the [office or practice group]. Mention how you found the position or who referred you, and end with one sentence on why you are a strong fit.]

[Paragraph 2: Why this employer. Name something specific about the firm or office: a practice area you want to work in, a matter they handled, their reputation, their location, or a personal connection to the area. Show that you did your research and that your interest is genuine, not generic.]

[Paragraph 3: Why you. Highlight two or three skills or experiences from work and from law school, and back each one with a concrete example. Connect those skills to what this job actually requires, so the reader sees how you would contribute.]

[Paragraph 4: Closing. Restate your interest in the position, note that your resume and writing sample are enclosed, and ask for the chance to interview. Thank them for their time and consideration.]

Sincerely,

[Your Full Name]

Enclosures: Resume, Writing Sample, Transcript, References