

SAMPLE COVER LETTERS

Career Development Office



Sample 1:

Return Address (does not include name)

Date

Attorney's or Contact's Name

Employer Address

Dear (name of attorney):

Statement of Objective (Paragraph One)

- ⊗ _____ suggested that I contact you with respect to _____.
- ⊗ As a (an Evening Division) student at Suffolk University Law School interested in _____, I am writing to inquire about _____.
- ⊗ With a background in _____ I am seeking opportunities to _____.
- ⊗ I am interested in gaining experience in _____.
- ⊗ I am interested in applying for a position with your (firm, agency, corporation) because (type of practice, ties to the geographical location, reputation).
- ⊗ I am applying for a position as _____ (part-time or full-time law clerk, summer associate, judicial clerk, associate, etc.).

Statement of Qualifications/Interests (Paragraph Two)

- ⊗ I can offer _____. (include specific experience, courses)
- ⊗ My background in _____ might be of particular interest to you.
- ⊗ I am currently _____ and anticipate _____.
- ⊗ The position (you listed, we discussed) would enable me to utilize my background in _____.

Concluding Statements (Paragraph Three)

- ⊗ I would be pleased to further discuss my qualifications in an interview at your convenience.
- ⊗ I will be in (specify city and date available for an interview).
- ⊗ Thank you for your time and I look forward to hearing from you in the near future.
- ⊗ I will contact you (give date or general time frame) to arrange a time when we might discuss future openings.

Sincerely,

(Three spaces)

Name

(One space)

Enclosure Resume

Sample 2:

Return Address (does not include name)

Date

Name

Employer

Street Address

City, State, Zip

Dear (name of attorney or contact):

I would like to be considered for the summer law clerk position you recently listed with the Suffolk University Law School Career Development Office. I will complete my first year of law school in May, and am looking forward to gaining practical experience this summer with a general practice law firm.

As you can see from the enclosed resume, I earned the Best Brief Award in the First Year Moot Court Section Competition and have been working as a research assistant for Professor John Smith this semester. I am currently researching Article 8 of the Federal Rules of Evidence and writing an article explaining its meaning and application for classroom distribution. I am confident, given my research and writing skills, that I can make a positive contribution to _____ (name of firm).

I am available to interview with you at your convenience. I look forward to hearing from you.

Thank you for your consideration.

Sincerely,

(Three spaces)

Name

(One space)

Enclosure(s) Resume
Writing Sample

Sample 3:

Return Address (does not include name)

Date

Name

Employer

Street Address

City, State, Zip

Dear (name of attorney or contact):

I am a second-year student at Suffolk University Law School. I will be returning home at the conclusion of the school year and am seeking a summer position in New York City. Enclosed is my resume for your consideration.

As a law clerk with Solomon, Ward & Singer, a Boston firm specializing in employment law, I gained significant experience researching legal issues, drafting discovery requests and interoffice memoranda, and responding to client inquiries. For example, I wrote a brief regarding age discrimination in the workplace. Based on my experience, I am confident that I can be an asset to your firm.

I look forward to meeting with you to discuss the possibility of summer employment. If you wish to arrange an appointment, I will be in the New York City area from December 20 through January 10 and can be reached at (212) 555-1111. I can be contacted at the above Boston address at other times.

Thank you for your consideration.

Sincerely,

(Three spaces)

Name

(One space)

Enclosure Resume

Sample 4:
Judicial Clerkship Cover Letter

Return Address (does not include name)

Date

Title/Name

Court

City, State, Zip

Dear Judge Green:

I am writing to apply for a clerkship in your chambers following my graduation from Suffolk University Law School in Boston, Massachusetts. Enclosed please find my resume, transcript, writing sample and list of references. Professors X and Y will send reference letters directly to you.

I am from eastern Pennsylvania and intend to return to practice in the area upon completion of my law degree. This year my work on the *Suffolk University Law Review* strengthened my research and writing skills. A clerkship with you would enable me to further sharpen my skills, and provide me with a unique insight into the judicial process.

I would welcome the opportunity to meet with you to further discuss my qualifications. I look forward to hearing from you at your earliest convenience.

Sincerely,

(Three spaces)

Name

(One space)

Enclosures Resume
 Transcript
 Writing Sample
 References

Sample 5:

Public Interest Cover Letter

Return Address (does not include name)

Date

Name

Organization/Agency

Street Address

City, State, Zip

Dear (name of attorney or contact):

I am writing to you to express my strong interest in obtaining permanent employment with the Center for Law in the Public Interest. I am a third-year student at Suffolk University Law School and a native of the Los Angeles area. Enclosed please find my resume for your review.

As you can see from the enclosed resume, I have a solid background in employment discrimination and civil rights. I am intrigued by the employment discrimination and civil rights work done by the Center for Law in the Public Interest. Last summer, I worked with the public interest law firm of Rogers & O'Donnell, a Washington, DC firm specializing in civil liberties, equal employment, and government corruption cases. While there I had the opportunity to draft several Motions for Summary Judgment. I believe that my education and experience provide me with valuable skills that will prove to be an asset to the Center for Law in the Public Interest.

I am planning a trip to Los Angeles in March and would appreciate the opportunity to discuss a possible position with the Center. I can be contacted at the above address or by telephone at (617) 555-1111. I look forward to hearing from you.

Thank you for your consideration.

Sincerely yours,

(Three Spaces)

Name

(One Space)

Enclosure Resume