

SAMPLE COVER LETTERS

NOTE: These are student cover letters from which personal information has been redacted. These cover letters are excellent examples but not necessarily “perfect”; furthermore, there are many ways to construct successful and professional cover letters. These letters are to be used as examples only and should not be copied.

[ADDRESS]

[DATE]

[NAME]

Cascade Resources Advocacy Group
917 SW Oak Street, Suite 417
Portland, Oregon 97205

Dear [NAME]:

I am a first year law student at Georgetown University Law Center and am writing to apply for a summer clerkship at the Cascade Resources Advocacy Group. I graduated from Middlebury College in 2001 and earned an M.A. in international relations, with a focus in environmental management, from Yale University in 2005. I plan to pursue a career in environmental advocacy on the west coast, and would thus be delighted with the opportunity to spend a summer working with the attorneys at CRAG.

I have a substantial background in environmental law and policy. I worked for two years at ICF Consulting, primarily as a contractor to the Environmental Protection Agency. I worked on a variety of regulatory initiatives, including NPDES permitting standards for factory farms. My coursework at Yale involved several classes at Yale Law School and at the Yale School of Forestry & Environmental Studies, including Environmental Law, Natural Resources Law, Public & Private Management of the Environment, and Environmental Campaigns.

I am especially interested in the work your office is doing with regard to Oregon coastal law and environmental justice. My interest in coastal management stems from my summer work as a summer research assistant to Professor Carol Rose, primarily on issues of coastal zone management. I am also generally interested in environmental justice issues and am particularly intrigued by CRAG's work providing direct legal services to clients leading the EJ movement.

I am very interested in the exposure I would get as a summer clerk at CRAG to a combination of transactional work, litigation, and advocacy. If you would like to arrange an interview, I am available by phone and I will be in Portland on February 20 and would be delighted to come to your office then. Thank you very much for your consideration.

Sincerely,

[STUDENT]

Enclosures (3): Resume, Writing Sample, References

[ADDRESS]

[DATE]

[NAME]

Legal Recruiting Manager
Public Defender Service for the District of Columbia
633 Indiana Avenue, NW
Washington, D.C. 20004

Dear [NAME]:

It is with great interest and excitement that I write to apply for a summer legal clerkship position at the Public Defender Service for the District of Columbia. I am a first year evening division student at the Georgetown University Law Center. My professional goal is to become a defense attorney for juvenile clients. Under the guidance and mentorship of the Public Defender Service attorneys in the Juvenile Services division, I will gain invaluable public interest legal training in a dynamic setting that will help me reach this goal.

The needs of at-risk youth led me to pursue a Masters of Education in Risk and Prevention at the Harvard Graduate School of Education after receiving my Bachelor of Arts degree in English and Linguistics from the University of California, Berkeley. For the past three years I have served impoverished youth and communities in Oakland and Berkeley, CA, as the Racial Justice Program Director for the YWCA at UC Berkeley. The Racial Justice Program allowed me to create and implement original programming for at-risk youth from preschool through high school. A majority of the high school youth I taught through the Racial Justice Program was court-involved due to a variety of gang, drug, or neglect and abuse related issues. I have gained valuable skills in working directly with youth, teachers, counselors, and family members to make collective decisions about individual youths with the ultimate goal of building each youth's key developmental assets. Combining the theoretical training I received at Harvard and the practical training I gained while at the YWCA, I believe my client-focused skills can be utilized to help provide important aid to young clients and their families in the Juvenile Services division.

My work with at-risk youth led me to pursue a career in public interest at Georgetown. I plan to use the knowledge that I receive in law school and legal internships to provide important legal aid to youth in underserved communities. A summer legal internship at the Public Defender Service for the District of Columbia will undoubtedly help me to fulfill this unwavering pledge.

Enclosed is my resume detailing my relevant educational, work, and volunteer experiences, as well as the list of my first year courses. I look forward to arranging a time where we can meet and speak about my qualifications. I can be reached by phone at (202) 555-1642.

Sincerely,

[NAME]

[ADDRESS]

[DATE]

[NAME]

American Immigration Law Foundation
918 F Street, NW
Washington, DC 20004

Dear [NAME]:

I am a first year law student at Georgetown University Law Center, and I am writing to apply for a summer internship at the American Immigration Law Foundation. I graduated in 2006 with high honors from Rutgers University, where I earned a B.A. in English with a minor in biology. I have a strong interest in pursuing a career in public interest, specifically immigration law.

As a Lebanese-American whose parents were forced to leave their country due to war, I have had a longstanding awareness of the difficulties facing immigrant families and the need for effective advocacy. My background has given me insight into some of the issues confronting immigrants and refugees and a sensitivity to human rights concerns both in America and on an international scale. I hope to use my legal education to explore immigration law, so that I may focus my career on helping immigrants in need of aid and representation.

I developed strong research, writing, and analytical skills during my undergraduate years studying English literature and the sciences. I further honed my writing proficiency while tutoring fellow college students at the Plangere Writing Center at Rutgers University. I am continuing to polish these skills at Georgetown, and will have completed its rigorous year-long Legal Research and Writing course this May. Additionally, my work on the Business Development team at Software House International strengthened my organizational, interpersonal, and communications skills. I would be honored to utilize these skills, combined with my passion for a career in immigration law, as an AILF intern this summer.

My resume is attached for your review. I am extremely excited by the opportunity that this internship would present. I would welcome the opportunity to discuss my experience with you. I can be contacted at [EMAIL], or by phone at (202) 555-6284. Thank you for your time and consideration.

Sincerely,

[NAME]