

600 New Jersey Avenue, NW
Washington, DC 20001

December 15, 2016

Jane Doe
Manager, Legal Recruiting
Big Law Firm
1218 Connecticut Avenue, NW
Washington, DC 20001

Dear Ms. Doe:

In this paragraph, you will discuss who you are and what you want. You may include ties to the area or employer, as well as if someone referred you to the particular employer. If you are changing careers, you might state that, although you began your career in the private sector, you have long been committed to public interest (and, in the following paragraph, cite examples of that commitment through your law school activities and your pro bono and other activities).

This paragraph (and a third paragraph, where necessary) will begin with strong topic sentences that stress your best qualities. Rather than repeating what's on your resume, use specific examples to support your proposition in the first sentence of why you're right for the position. You should focus on what makes you unique – the fact that you went to a good law school and have been in private practice for two years does not differentiate you from others looking to lateral to the same position. Demonstrate that you have the skills required of the position, rather than simply stating that you do – provide examples. Vary your sentence structure to avoid repetition and do not start every sentence or clause with "I." For public sector positions, remember that passion and commitment are as critical as skills and credentials.

The final paragraph will state that your resume is enclosed, if you will be in a particular location for a set period of time, if searching in another city, and how you can be reached, including phone number and email. Thank the reader for his or her time.

Sincerely,

Your Name