

COVER LETTER AND THANK YOU LETTER GUIDE



CAREER DEVELOPMENT OFFICE

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A. COVER LETTERS

I. OVERVIEW - WHAT IS A COVER LETTER?

A cover letter should always accompany your resume to a potential employer, unless the employer specifically requests otherwise.

A cover letter has two main objectives: 1) it is a marketing tool, which allows you to highlight your skills to the potential employer; and 2) it is a writing sample of sorts, which allows you to demonstrate writing and editing skills.

Specifically, a cover letter allows you to personalize your job search. It should include information that explains your interest in an employer and relates your specific qualifications and experience to the employer's type of work and hiring needs. It is a written introduction to your resume, professional characteristics and attributes, enabling you to elaborate more fully on your most relevant skills and to explain your interest in the sought-after position. It is your first opportunity to draw an employer's attention to your credentials and writing style. The cover letter can also set you apart from other applicants by highlighting special things about you that make you a worthy candidate, such as geographical and academic ties, and interesting employment or life experiences. As with your resume, a cover letter should be clear and to the point. Every letter you write to a prospective employer should focus on your skills and qualifications as they relate to the target job and encourage the employer to meet you.

II. THE PURPOSES OF A COVER LETTER

The main purposes of a cover letter are to:

- Convince the employer to consider you as a candidate;
- Act as a writing sample for review by a potential employer;
- Enhance your resume with additional information not necessarily reflected on your resume (e.g., job availability, when you will be in the area);
- Emphasize why you would be a valuable addition to an organization, and why you would be suited for a particular position;
- Highlight how specific aspects of your experiences, skills and interests relate or apply to that particular employer or position; and
- Notify the employer of your geographic ties to the community, thereby demonstrating your commitment to the area.

III. GETTING STARTED

Before you write:

- Think about the skills, abilities, background and experience that make you a good candidate for an employer, and then communicate those things in an engaging manner;
- Focus on two or three selling points which you want to convey to the potential employer, and give concrete examples;
- Focus on what you have to offer the employer, instead of what the job will do for you;
- Research each potential employer;
- Think about the qualities that employers seek and what they find valuable in the candidate;
- Draft a good generic letter;
- Customize the letter for each employer;
- Be professional and write with the knowledge that your audience is a conservative profession.

When you write:

- Keep the cover letter to one page and write it in a business letter format;
- Write a personalized letter. If writing to an attorney in a firm that has a recruiter, always copy (cc) the recruiter;
- Proofread your letter and thoroughly check for accuracy in spelling, punctuation and grammar;
- Have your Career Development Office (“CDO”) advisor and/or someone else also review it;
- Be clear, concise, flawless and positive;
- Answer any obvious questions raised by your application (e.g., geographic connection);
- Tailor your letter to the specific posting to which you are responding;
- Send & reference all required information with your letter (e.g., resume, transcript, references, writing sample).

After you write:

- Verify all information in the cover letter;
- Proofread the letter and have your CDO advisor or someone else proofread it as well;
- Use the same font and paper as your resume;
- If you use a mail merge, triple check for glitches (e.g., check that the inside address and body of the letter match);
- Call and follow up if you have not received any response after about 2 weeks;
- Keep records of the positions for which you have applied. Maintain copies of all correspondence.

IV. COVER LETTER CONTENT AND DRAFTING

Opening Paragraph – Who You Are and What You Want:

The opening paragraph should induce the reader to continue to read, and so your principal objective is to make a good first impression. Your first paragraph should explain who you are and why you are writing. If someone referred you to the employer, it is wise to point this out early in the letter so that the employer can take special notice from the beginning. Specifics about connections to the employer or ties to the city should also be included in this paragraph.

Body – Why the Employer Should Hire You:

The body of the letter can range from one to two short paragraphs, depending on the organization and content of the material. Explain what you can offer, and why the employer should hire you. The body of the letter should identify your specific interests and qualifications, and explain how they relate to the employer’s particular practice area and/or what the employer is specifically looking for in a candidate. Try to reference language used by the employer in the position description in your cover letter. Give the employer exactly what they are looking for. For instance, if the firm has indicated that it seeks someone with excellent research and writing skills, then make certain that you specifically mention your good grades in LComm and/or other projects that may have involved extensive writing experience. If you feel it is too early in your legal career to show such a relationship, then highlight any skills and experiences that might have general applicability, such as leadership skills or the ability to communicate effectively. Use specific and detailed examples. Explain the reason(s) for your interest in the particular employer and job.

Conclusion – Wrap Up:

The last paragraph is usually the easiest one to write and can contain: (a) times you are available for an interview; (b) a brief reiteration of your interest in the employer; (c) an offer to send additional information or materials and information; (d) plans to visit the area (give several weeks lead time); and (e) preferred method of contact. Also, thank the employer for his or her time and consideration. **Last, But Not Least – Edit and Proofread!**

V. OUTLINE OF A COVER LETTER

Your Street Address
City, State Zip Code

Date

First and Last Name of Contact Person
Contact Title
Employer Name
Street Address
City, State Zip Code

Dear Mr./Ms. Last Name of Contact Person:

First Paragraph: State why you are writing, name the position for which you are applying, and state why you are interested in working for the particular employer. If you lived in the area or know it well, mention it. Specify your interests in the type of work the firm does and what is particularly appealing to you about the employer. The opening paragraph should be short and to the point, and should convey to the reader your purpose in writing. For instance, "Please accept my application for a position as a legal intern with Dade County Legal Aid for the summer of 2021. I am a first-year student at the University of Miami School of Law, with strong research and writing skills and a keen interest in gaining experience in representing disadvantaged individuals." If someone has referred you, you should open with a sentence telling the addressee who has referred you to the employer. If you have a prior connection with the person to whom you are addressing the letter or to another lawyer at the firm, you might begin your letter describing the connection.

Second Paragraph: Focus on the talents and skills you possess that meet the needs of the employer. If you have had work experience, courses, publications or clinic experience, be sure to point out the particular achievements you have accomplished in the employer's field or type of work. Indicate why you are qualified for the job. Use the body of the cover letter to highlight items on your resume and to supplement information on your resume. Emphasize law school honors and activities, legal writing and research proficiency, and talents and skills gained from work or volunteer activities, as well as activities that highlight your leadership, teamwork or organizational abilities, motivation, and enthusiasm.

Third Paragraph: The closing paragraph should be concise. Request the opportunity to interview for a position. If it is an out-of-town interview, indicate your willingness to interview personally by stating when you will be in the area or by offering to make yourself available at the employer's convenience. Provide the reader with a telephone number or email address in order to contact you to request additional information or set up an interview. If you have not done so in the opening paragraph, mention the documents that you have enclosed. Thank the employer for his/her consideration.

Sincerely,

[leave 4 blank lines for signature (signature should always be in ink)]

Your Name (typed)

VI. COVER LETTER TIPS

- Research the employer before writing and create an individualized cover letter for every resume you send (this typically entails tweaking your generic letter as needed);
- Be honest and professional;
- Support general statements about yourself with specific examples;
- Demonstrate and prove your commitment or ties to the geographic location you have targeted, especially if it is one where you did not attend school or grow up;
- Show that you have researched your potential employer and communicate something that you learned about that specific organization or one of its attorneys;
- If you use the word “I” more than three or four times to start a sentence, alter your sentence structure so the word “I” is eliminated;
- Zero errors-proofread carefully for errors in spelling, grammar, and punctuation – employers use your cover letter to assess your communication and writing abilities and any errors will count against you-think of the letter as a writing sample;
- Indicate your specific interest in the particular position or organization;
- Address the letter to an individual, not a generic entity, such as “To Whom it May Concern.” Instead, call the firm or entity and ask to whom you should send your application materials. Use the complete and correct name, title, company and/or firm name, and address. Always personalize your letter. In situations where you are not able to obtain the name of a specific person, you should address the letter to “Hiring Partner” or “Hiring Attorney” and/or “Dear Sir or Madam” if you really cannot locate a contact;
- Refer the reader to your enclosures (resume, transcript, writing sample, etc.);
- Make sure to address the employer’s needs in the letter;
- Use the same font that you use for your resume;
- Ask for an interview and follow up on all correspondence;
- Avoid letters that are bland. Discuss topics in a confident and positive tone;
- Include your return address in the letter. Do not forget to sign your cover letter.

VII. WORST THINGS TO PUT IN A COVER LETTER

- Next to Nothing. Although writing a lengthy cover letter is a common mistake, a cover letter that is too short can be even more damaging. Do not repeat your resume; rather, enhance it.
- Personal Stories. Keep it professional and formal with regard to the language used and the content. Save the anecdotes, hobbies, etc. for an interview setting, especially if they give an idea about work ethic and other positive personal traits or characteristics.
- Irrelevant Experience or Lack of Experience. Some candidates acknowledge that they possess virtually no experience in the potential employer’s practice areas, yet expect to be considered and hired. Convey relevant and/or transferable skills and focus on specific relevant experience.
- Jokes. Jokes in cover letters are completely inappropriate. Stick to conventional dialogue concerning your education and work experience.
- Mistakes, Erroneous Information, Wrong Employer. Do not misspell the name of the contact or employer. Sometimes, candidates rush to apply for various positions and simply copy and paste information from generic cover letters. Those types of errors, which are easily remedied, can give the impression that the candidate is not paying attention to details. That is why every letter should be directed toward the specific employer.

VIII. EMAIL VERSUS REGULAR MAIL

Regular mail is the traditional method of sending your cover letter, resume and other correspondence to a potential employer. However, emailing correspondence is common and acceptable for many employers, especially nowadays. If you are not certain which to do, you can certainly send your materials via both methods. One general rule is that for larger employers, email is now the preferred way to apply. When using email, though, it is important that cover letters, resumes and all other "formal letters" be sent as individual attachments written and appearing as if you were mailing them. Do not write your full letter in the body of the email. This format is important because your materials will likely be printed out at some point and they should appear as formal documents.

The subject line of your email should indicate the purpose of your contact, such as "Application for Summer Internship". In the body of your email, you may want to insert a modified version of the first paragraph of your cover letter so that the recipient has an idea why you are contacting him or her.

You do not need to include your mailing address and the date in the body of your email. You can begin with "Dear Ms. Williams:" (See [Sample Email](#) on page 41 in this guide). Since it is easy to make mistakes when sending emails, here are a few suggestions to ensure that you send what you intend:

- Do not put in the address of the recipient until you are ready to send;
- Confirm that you are sending the correct version of your cover letter and resume;
- Send a blind copy to yourself to confirm what was sent and make it easy to resend it if necessary;

IX. COMMON COVER LETTER MISTAKES

The following are some common errors commonly found in legal cover letters:

- **Restating Your Resume:** *"I graduated from the University of Miami School of Law in 2020, and undergraduate with a B.A., cum laude, in Psychology and worked in academia prior to law school."* Do not waste space with facts that are readily found on your resume. Instead, focus on how your work experience, academics and background fit in with the employer's c r i t e r i a and requirements for the position. You may also use the space to explain anything that might be unclear or questionable on your resume such as a gap in employment, change in career paths or ties to a new community.
- **Focusing on Yourself & What You Can Get Out of the Job:** *"I am certain that I would obtain significant experience in light of your firm's varied practice areas."* Note that you are trying to market yourself to an employer, not vice versa. Employers will grant an interview to qualified candidates who can offer value to their organizations. Do not give the impression that you expect the employer to place you in a position that satisfies your needs, instead of theirs. It is more effective to indicate what contributions you can make to the organization instead of what you can obtain from the experience.
- **Being Informal & Not Professional Enough:** *"I'm so excited by the possibility of working with you. I am passionate about criminal law and would love to meet with you about the position."* Although enthusiasm is good, you should express it in a professional manner. Do not use anecdotes or personal language. You run the risk of not being seriously considered. You should always keep a polite, respectful and professional tone in your letter.
- **Making Excuses or Being Apologetic:** *"I know my GPA is low, but I faced several challenges in the transition to law school."* Employers do not want to hear excuses or justifications for negative aspects of your record and background. Always focus on the positives.

- Making Unsupported Statements of Your Skills and Abilities: *“I am highly motivated and have an excellent work ethic.”* Such general and broad statements, without corroborating examples, really do not help make an employer interested in someone as a candidate. For example, instead of saying you have strong communication skills, provide examples such as *“I recently received significant praise for my ability to relay complex information to other law clerks.”*
- Giving Generic Reason for Interest in Employer: *“I am interested in your firm due to its excellent reputation.”* This sentence, without additional support or reasons for your interest in the employer, demonstrates lack of research and, therefore, lack of knowledge about the employer.
- Failure to Follow Directions: Failure to follow instructions does not make a good first impression and indicates carelessness and a lack of interest in the job. Be sure to review the posting several times and follow all instructions outlined therein. Following instructions outlined by the employer will automatically put you ahead of all the other applicants who disregard them.
- Emphasizing Lack of Experience/Underselling Your Talents: *“Although I really do not have substantial experience in personal injury law, I am interested in learning.”* Do not call attention to your weaknesses or lack of experience. This only emphasizes your weaknesses instead of your strengths. Focus on your skills and legal exposure.

B. JUDICIAL INTERNSHIP LETTERS

I. WHAT TO INCLUDE

Many first-year students who apply for judicial internships often do not have a great deal of legal experience to discuss in their cover letters. Because most first-year students are in the same situation, this is not a problem. As a first-year applicant, you can use examples from your undergraduate or prior work experience to illustrate the skills and qualities that will make you a successful judicial intern. If you did well in legal research and writing, you should include this in the letter because research and writing are typically important aspects of judicial internships. Of course, if you are a second-year or third-year student who is applying for a judicial internship, you should focus on the legal skills you possess. Judges typically receive many applications and can only choose a small number of interns; therefore, your cover letter should stand out.

FOR EXAMPLE:

Letter #1: I am uniquely qualified for the position of judicial intern. I have excellent writing and research skills and hope to develop them further through the internship experience. (This information does not prove useful for the judge to evaluate you.)

BUT:

Letter #2: As an undergraduate research assistant for Professor Robert Merriman, I was able to hone my research skills, especially in the area of employment discrimination law. After conducting extensive research on the recent changes to Title VII, I learned a great deal about the intricacies of employment law, as well as different techniques to effectively research issues. I also developed my writing abilities by contributing to an article that published in a scholarly journal. (This letter is much more specific, uses examples and is, therefore, more effective.)

II. ADDRESSING LETTERS FOR JUDICIAL INTERNSHIPS:

You should always use the form of address appropriate for the particular judge. Letters should show proper deference to the judge by stating the judge's title correctly. The following are guidelines for correctly addressing cover letters:

- Use "The Honorable" before the judge's name.
- In most cases, the title for judges who sit on courts that have the name "Supreme" is "Justice." You should address all other judges as "Judge."
- The correct title for a magistrate is United States Magistrate Judge.
- If the judge is the Chief Judge, Chief Justice or Senior Judge, address him or her as such.
- The appropriate closing in a letter to a judge is "Respectfully" instead of "Sincerely."

For detailed information about judicial internships and cover letters to judges, please review the Judicial Internship Guide and the Judicial Clerkship Guide located in the CDO Resource Library or online.

C. THANK YOU LETTERS

I. INTRODUCTION:

Thank you letters allow you to: 1) thank an interviewer for his or her time; 2) remind an interviewer of similar interests discussed during the interview; and 3) reiterate your interest in a position. A well-written thank you letter should be sent **within twenty-four (24) to forty-eight (48) hours of the interview**, and may set you apart from the other candidates who did not follow up after the interview.

The lack of a thank-you letter can factor in the hiring decision. If a job candidate cannot find the time to write a brief note, the employer might wonder whether the student will be able to apply attention to detail and/or protocol on the job.

II. WHEN AND TO WHOM TO SEND THANK YOU LETTERS

Thank you letters should be sent in a variety of circumstances, not simply after an interview. For example, when someone: 1) refers you to employers; 2) offers you a position; 3) provides you with general information during an informational interview; or 4) writes a recommendation for you.

Expressing your thanks to professional associates for their time, effort and consideration on your behalf is common courtesy, good manners and an excellent way to reinforce your strong interest in particular employers. You should always verbally express thanks for an employer's time and courtesy.

III. DIFFERENT THANK YOU LETTER SCENARIOS

a. After Initial Interviews

Although large employers who participate in on-campus interviewing ("OCI") during the fall and spring semesters and at job fairs do not always expect thank you letters from each and every student they interview, you should try to send thank you letters to the attorney(s) with whom you interviewed, as well as to the recruiting coordinator, if applicable. Smaller employers, employers who may not engage in widespread recruiting, or employers who granted you a particular courtesy (like a "special request" or movement from "alternate" status) may truly appreciate hearing your sincere thanks for their time. In these situations, writing a thank you letter is strongly recommended.

b. After Callback Interviews/Recruiting Reception or Dinner

A callback or in-office interview takes an employer considerable time and effort to arrange and conduct, especially when they include a meal or other refreshments. Thank you letters are usually appropriate and appreciated after callback / in-office interviews. You should write to the attorney(s) with whom you met and the recruiting coordinator, if applicable. Do not send a form thank you letter, with only the name changed, to each person on the team that interviewed you. Letters are usually placed in a central file and it would be apparent that not much thought went into the form letter. When e-mailing a thank you to several persons within an organization, take the time to send each an individual message, not a "cc."

Even in a tight economy, some employers will go to some length to arrange recruiting receptions, dinners and lunches to better acquaint candidates with their organizations. Employers appreciate students who do not take these efforts for granted or treat them as standard entitlements. Thus, it is appropriate to express written thanks for a dinner or other event where you (or a group of your peers) are an honored guest.

c. After Informational Interviews

It is critical that you always send a written thank you to anyone who takes the time to talk with you on an informational basis (rather than for recruiting purposes) about your career goals. Informational interviews (see the Networking Guide for more information on these types of interviews) are excellent ways to learn more about fields that interest you, as well as to develop relationships with practicing attorneys. Always send written thanks after any sort of informational meeting or telephone conference.

IV. HARD COPY BUSINESS LETTERS, E-MAILS OR HANDWRITTEN NOTES

When you feel a thank you is necessary, how do you decide whether a traditional business letter or e-mail is appropriate? The protocol for using email for certain types of correspondence between legal employers and applicants is still evolving. Although emailing thank you letters is acceptable, some employers still express a preference for traditional thank you letters or a handwritten thank you note on those occasions calling for a special follow-up. A primary consideration should be given to how much of your communication to date with the employer has been by email. If you are still uncertain about whether an employer is e-friendly, stick to using hard copy. Importantly, make sure you use a professional business format and tone, no matter which style thank you letter you send. ***Refer to Section VIII on page 6 in this guide.***

a. Hard Copy Business Letters

Hard copy letters have the advantages of being more formal. They require more effort, so they receive more attention from the writer and the reader.

b. Thank You Emails

The advantage and disadvantage of email is the same – it is fast and easy. It is easy in email to lapse into youthful jargon, overly casual language or irony that does not translate well in writing. It is also easy in email to press “send” quickly without spell-checking or reviewing for grammatical mistakes, or making sure you have the right contact in the "TO" line.

c. Handwritten Thank You Notes

If you have conservative, good quality stationery and excellent penmanship, a handwritten note can be appropriate under certain circumstances. For example, a good handwritten note can convey great sincerity and personal interest. If you decide to use this method, do not send the thank you notes on cards with greetings or decoration, neither of which is appropriate for first-time business associates. Generally, hard copy business letters and email communication are considered more professional.

V. TIPS FOR THANK YOU LETTERS

The thank you letter should:

- Be absolutely free of any typographical, grammatical or other errors;
- Be short (i.e., no more than 3 short paragraphs);
- Contain a short reference to something you discussed (to jog the reader’s memory down the road);
- Be sent promptly after the event in question (within 24-48 hours).

The thank you letter should not:

- Be a second bite at the cover letter apple;
- Be casual, familiar, relaxed or unusual.

SAMPLES OF PROFESSIONAL CORRESPONDENCE

❖ **FIRST YEAR LETTER – GOVERNMENT (STATE ATTORNEY)**

GRAHAM LINDSEY
11123 South West 84th Street #234
Miami, Florida 33333
(305) 555 – 1234
glindsey@gmail.com

December 20, 2020

Ms. Renata Annati, Human Resources
Broward County, Office of the State Attorney
201 SE 6th Street, Suite 655
Fort Lauderdale, Florida 33301

Dear Ms. Annati:

I am writing due to my interest in obtaining a 2021 summer internship position with the Broward County, Office of the State Attorney. In light of my keen interest in criminal law and my desire to pursue a career as a State Attorney upon graduation from law school in May 2023, I believe that a summer internship would be the best practical experience for continuing my career goals. Therefore, enclosed please find my resume for your review and consideration.

Since high school, I have focused my efforts toward a career in criminal prosecution. During my undergraduate studies, I interned with the State Attorney's Office for the First Circuit in Pensacola, Florida. There, I worked in connection with their domestic violence cases and helped facilitate their federal grant in that area.

Currently, I am completing my first year of legal studies and coursework in Criminal Procedure and U.S. Constitutional Law. During my 2L year, I intend to enroll in Criminal Law, Evidence and Litigation Skills in order to strengthen my research, writing and advocacy skills and to prepare for a career in criminal prosecution.

As such, a summer internship with the Broward County, Office of the State Attorney would be an ideal opportunity for me to enhance my litigation and criminal law background, as well as to benefit and assist with your office needs. I look forward to discussing how I can contribute to your office. Should you wish to schedule an interview or require additional information, please do not hesitate to contact me. I look forward to hearing from you. Thank you in advance for your time.

Sincerely,

Graham Lindsey

Enclosure (1)

❖ **FIRST YEAR LETTER – GOVERNMENT (PUBLIC DEFENDER)**

Sajan Agarwal

1122 Southwest 99th Avenue • Miami, FL 33112
(305) 888 – 9999 • sagarwal@yahoo.com

December 20, 2020

Law Office of the Public Defender
Seventeenth Judicial Circuit
201 Southeast 6th Street, Room 3872
Ft. Lauderdale, Florida 33301

Dear Sir or Madam:

As a first-year student at the University of Miami School of Law, I am writing to apply for a summer internship with the Law Office of the Public Defender for the Seventeenth Judicial Circuit. I am a native of Fort Lauderdale and previously worked with the reputable criminal defense firm of Grossman & Reid as a file clerk. Due to that experience, I developed a commitment to the representation of low-income individuals and communities. I would like to continue my passion for criminal defense work and my commitment to public service. Therefore, enclosed please find my resume for your review.

During my tenure with Grossman & Reid, I developed the ability to multi-task, solve complex problems and adapt to a changing environment. I also collaborated with a team of attorneys and participated in strategy meetings with clients on a weekly basis.

During my first year in law school, I have spent my time attending networking events and speaking with criminal law attorneys regarding a rewarding career in criminal defense, as well as regarding substantive and procedural criminal law issues such as probable cause and the Fourth Amendment. I gained an understanding about the interaction between criminal law and issues such as immigration policy and social welfare. I also understand that the ideal opportunity for a law student would be working with the Office of the Public Defender.

In light of the above, I believe that I could make a substantial contribution to your office if offered the opportunity. I hope to meet with you in person to discuss my qualifications in further detail. Please do not hesitate to contact me at (305) 888 – 9999 or via email at sagarwal@yahoo.com if you need additional information. Thank you for your consideration.

Sincerely,

Sajan Agarwal

Enclosure (1)

❖SECOND YEAR LETTER – GOVERNMENT (DISTRICT ATTORNEY)

TATIANA TURGENEV

243 Sebastian Way
Miami, Florida 33175
(786) 555 - 4321
Tturgenev23@aol.com

December 20, 2020

Vincent J. Carroll, Jr., Esquire
Counsel to the CADA
Queens County District Attorney's Office
125-01 Queens Boulevard
Kew Gardens, New York 11415

Dear Mr. Carroll:

I am a second-year student at the University of Miami School of Law who is interested in working as a legal intern in the Queens County District Attorney's Office for this upcoming summer 2021. I hope to become a criminal prosecutor and working in your office would be an invaluable step toward that goal, especially since I am a native of Queens and I intend to permanently relocate to the area upon graduation from law school in May 2022. Furthermore, my background and interests are well suited to the work conducted by your office. Please find my resume attached for your consideration.

This past summer, I worked as an intern with the Miami-Dade State Attorney's Office where I assisted attorneys with research and writing for juvenile cases involving misdemeanor crimes. I dealt with various attorneys and worked with a high volume caseload in a fast-paced environment with strict deadlines. I also attended court with the assistant state attorneys and observed daily court proceedings.

As an undergraduate, I learned about the trial process through my work as a student judge for the University Litigation Committee. In that position, I interviewed and prepared witnesses for hearings, analyzed the facts of cases and drafted opinions. I continued to develop my research and writing skills by working on a project with the Dade County Bar *Pro Bono* Program this fall. These experiences have greatly contributed to my desire to pursue a career as a criminal prosecutor and trial attorney, in part because I witnessed the crucial role that attorneys play in ensuring justice.

If offered this opportunity, I believe that I could make a substantial contribution to your office. I hope to meet with you to discuss my qualifications for a position with the Queens County District Attorney's Office. Should you wish to schedule an interview, please contact me at (786) 555-4321. Thank you for your consideration.

Sincerely,

[SIGNATURE]

Tatiana Turgenev
Enclosure (1)

❖THIRD YEAR LETTER – GOVERNMENT

Jafari Adebayo

(213) 555 – 2345 • jadebayo@yahoo.com

Permanent Address:

2222 Laurel Avenue
Los Angeles, California 90021

Local Address:

123 Main Street #2H
Miami, Florida 33333

December 20, 2020

Los Angeles District Attorney
Consumer Protection Division
201 North Figueroa Street, Suite 1600
Los Angeles, California 90012

Dear Hiring Manager:

This is written to express my interest in the Attorney position with the Consumer Protection Division of the Los Angeles District Attorney's Office. I am particularly interested in this position due to my keen appreciation of the complexity of Antitrust Law, which I developed upon completion of an Antitrust Law course taught by the renowned antitrust attorney Albert Smith during law school. I would like to utilize my skills and practical litigation experience to provide outstanding service to your agency. I am a native of Los Angeles and wish to return to commence my legal career upon graduation in May 2021. As such, enclosed please find my resume for your review.

Throughout law school, I thoroughly enjoyed litigation and sought every opportunity to gain relevant, firsthand experience. For instance, I successfully completed an intensive trial advocacy course where I conducted *voir dire* and won a mock trial dealing with negligence issues before a federal judge. After becoming a "Certified Legal Intern" (CLI), I accumulated approximately 900 hours of client representation, as well as court and case management experience. In so doing, I utilized my organizational and interpersonal skills daily. Specifically, I needed to think critically, creatively and quickly on a daily basis. I found that the work was well suited to my abilities as an independent thinker and self-starter.

During my tenure as a CLI, I held two clinical internships with the Public Defender's Office in Fort Lauderdale where I handled court appearances, managed the daily arraignment calendar and negotiated plea offers. In addition to drafting and arguing motions, I conducted client interviews and took depositions. I also prepared opening and closing statements and direct and cross-examinations for felony jury trials.

I recognize the value of serving as an Attorney with the Los Angeles District Attorney. The opportunity would provide me with additional knowledge from which I can further develop my legal skills in preparation for a future career in the public sector. Therefore, I welcome the opportunity to meet with you to discuss my credentials in further detail. Should you wish to schedule an interview or require additional information, please do not hesitate to contact me at (213) 555 – 2345 or via email at jadebayo@yahoo.com. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Jafari Adebayo

❖ **RECENT GRADUATE-GOVERNMENT**

ANNA FARROW

60 Serrano Way
Miami, Florida 33133
(305) 555-2345
afarrow@aol.com

December 20, 2020

Edward Norton, Esquire
The Law Office of the Public Defender
Broward County Courthouse
201 S.E. 6th Street, Room 3872
Ft. Lauderdale, Florida 33301

Dear Mr. Norton:

I am writing to express my interest in an attorney position with the Broward County Public Defender's Office. Recently, I graduated from the University of Miami School of Law and plan to sit for the July 2021 Florida Bar examination.

As the enclosed resume indicates, I served as a clinical intern for the Miami-Dade Office of the Public Defender. As a certified legal intern through the Florida Supreme Court, I gained valuable trial experience. For example, I defended several misdemeanor bench trials, and assisted in a one-day jury trial by presenting the opening statement and cross-examining several witnesses. Last summer, I served as a judicial intern for Judge Ralph Cramden of the Eleventh Judicial Circuit. In that capacity, I prepared the weekly civil and criminal dockets and drafted legal opinions for Judge Cramden's approval.

With regard to my academic background, I successfully completed a Litigation Skills course and I was also selected for the Charles C. Papy, Jr. Moot Court Board after participating in the John T. Gaubatz Competition. During the competition, comprised of both a written and an oral component, I filed an appellate brief and argued in three oral rounds that culminated in a final round.

Due to my litigation experience and strong desire to pursue criminal defense work, I am confident that I would make a positive addition to your staff. Broward County is especially appealing to me because I have my family and close friends in the Fort Lauderdale area. I would appreciate an opportunity to interview with your office, and look forward to hearing from you. If you wish to schedule an interview, you may contact me at (954) 555-2345 or via email at afarrow@aol.com. Thank you for your consideration.

Sincerely,

[SIGNATURE]

Anna Farrow

❖ **FIRST YEAR LETTER– PUBLIC INTEREST**

Sergio Rodriguez
245 Corona Avenue
Hollywood, Florida 33022
(305) 555-1234
srodriguez@yahoo.com

December 20, 20209

Americans for Immigrant Justice
3000 Biscayne Boulevard, Suite 400
Miami, Florida 33137-4129

Dear Sir or Madam:

I am a first-year student at the University of Miami School of Law and I am writing to apply for a volunteer internship with Americans for Immigrant Justice for this coming summer. I would welcome the opportunity to help provide legal services to diverse immigrant populations. Specifically, I would like to be part of a team that protects and promotes the basic human rights of immigrants in Florida and on a national level. As the son of immigrants, I am dedicated to advocating on behalf of unaccompanied immigrant children and survivors of trafficking and domestic violence. I would like to be the voice for immigrant groups who have particular and compelling claims to justice.

During the summer after my junior year in college, I volunteered with the American Civil Liberties Union in Miami where I researched diverse immigration and civil rights issues. My case research explored the rights of immigrants and focused on challenging laws that denied immigrants access to the courts, imposed indefinite and mandatory detention, and discriminated based on nationality. Due to that fulfilling experience, I decided to attend law school and pursue immigrant rights work as a career.

In the past year, I have continued to concentrate on the rights of immigrants by volunteering with the Florida Immigrant Coalition on a limited basis. My desire to become an advocate for immigrant rights has merely increased as a result. I thoroughly believe that my background and personal experience would enable me to make significant contributions to Americans for Immigrant Justice.

Enclosed is a detailed resume that highlights my experience and education. I would appreciate the opportunity to meet with you to discuss summer employment. If you require additional information, please contact me at (305) 555-1234. Thank you in advance for your time.

Sincerely,

Sergio Rodriguez
Enclosure (1)

❖ **FIRST YEAR LETTER – PUBLIC INTEREST**

Marc Schneider
275 Biscayne Boulevard
Miami, Florida 33131
(404) 555 – 6556
mschneider@yahoo.com

December 20, 2020

Jennifer Rose, Esquire
Legal Aid Society of Atlanta
22 East State Street, Suite 222
Atlanta, Georgia 30301

Dear Ms. Rose:

Please accept my application for the position of summer intern with the Legal Aid Society of Atlanta. As a first-year student at the University of Miami School of Law, I am committed to using my legal skills to assist underrepresented individuals in our society. Additionally, a position with your organization would be ideal because I am originally from Atlanta and wish to return there after completing law school in May 2023.

While pursuing my undergraduate degree at Emory College, I volunteered regularly with the Habitat for Humanity program and answered telephones for a battered women's hotline. I am currently a member of the Equal Justice Foundation and attained a leadership role in my class as a first-year class representative to the Student Bar Association. I believe that these experiences can be utilized in the public interest context and am eager to gain exposure to the functions of a public interest law organization.

I have enclosed my resume for your review and welcome the opportunity to discuss a possible summer position with the Legal Aid Society of Atlanta and to learn more about public interest opportunities in the Atlanta area. I will be in Georgia for the winter holiday and will be available to meet with you in late December or early January. Should you wish to schedule an interview, please contact me at (404) 555-6556 or mschneider@yahoo.com. Thank you for your time and consideration.

Sincerely,

[SIGNATURE]

Marc Schneider

❖ **SECOND YEAR LETTER – PUBLIC INTEREST**

Lucinda Martinez

5555 Biscayne Boulevard
Miami, Florida 33131
(954) 555 – 6556
lmartinez@yahoo.com

December 20, 2020

Ms. Jayme Cassidy
Pro Bono Advocacy Director
Legal Services of Greater Miami, Inc.
4343 W Flagler Street #100
Miami, Florida 33134

Dear Ms. Cassidy:

As a second year student at the University of Miami School of Law, I am interested in applying for a law clerk position with Legal Services of Greater Miami, Inc. for the summer of 2021, specifically in the Tenants' Rights and Veterans Advocacy divisions. The focus and goals of your organization align with my beliefs as to how to ensure equal rights for low-income individuals and veterans in our community. I believe that my ability to thrive in a mission-driven environment, coupled with my personal and professional commitment to advocate on behalf of the rights of all people, make me ideally suited for this position. I hope to make a palpable difference in advancing your clients' rights by working with your experienced team of attorneys.

My interest in the rights of veterans stems from stories about the experiences of several members of my family upon their return from serving in Vietnam. This semester, I have been working with the law school's Health Rights Clinic and, specifically, the Veterans Rights Project. The program provides an opportunity for students to work alongside Fellows in a joint effort to assist the underserved veteran population. This collaboration creates a unique and innovative way to make a lasting impact on the South Florida veteran community.

Due to my work in the clinic, I am developing my communication skills by conducting client interviews and strengthening my research and legal writing skills by composing memoranda and drafting pleadings. I will bring these skills, along with a strong work ethic and personal commitment, to your organization. Seeing the daily struggles of veterans and their families and listening to their stories have inspired me to assist them in obtaining their rights.

In sum, a summer law clerk position with Legal Services of Greater Miami, Inc. would give me an opportunity to utilize my ongoing interest in advancing veterans' rights to serve the goals of your organization. As such, I would welcome the opportunity to meet with you to discuss my candidacy in further detail. I attached a copy of my resume for your consideration. I will contact you within the next few weeks to follow up. Please do not hesitate to call me at (954) 555 – 6556 or email me at lmartinez@yahoo.com with any questions. Thank you very much for your time and consideration.

Sincerely,

Lucinda Martinez
Enclosure (1)

❖ **THIRD YEAR LETTER – PUBLIC INTEREST**

JAMES V. SMITH
4543 Canes Street
Coral Gables, Florida 33146
(305) 555-5555
jvsmith@gmail.com

December 20, 2020

Hiram Walker, Esquire
Florida Civil Rights Project
123 Main Street
Miami, Florida 33333

Dear Mr. Walker:

I am a third-year student at the University of Miami School of Law, and I am expecting my degree in May of 2021. This is written to express my interest in being considered for an Attorney position with the Florida Civil Rights Project. I am particularly interested in your organization due to its commitment to investigation and advocacy in the field of civil liberties. Specifically, I am intrigued by your work with prisoners' issues such as police misconduct, prisoners' rights and death penalty defense. Therefore, enclosed please find my resume for your review.

As noted on my resume, I have taken the opportunity to gain practical experience in these fields, as well as in other human rights areas, in the summers during law school and during the academic year. In addition, I structured my academic experience around this area, conducting graduate psychology research on behavior in the criminal and corrections contexts and continuing similar research in the juvenile system in law school. I look forward to applying this research and experience as a practicing attorney.

I would welcome the opportunity to speak with you about a position with the Florida Civil Rights Project. Should you wish to schedule an interview, please contact me at (305) 555-5555. Thank you for your kind consideration. I look forward to hearing from you.

Sincerely,

[SIGNATURE]

James V. Smith

❖ **GRADUATE LETTER – PUBLIC INTEREST**

Dawn Nakamura

222 Emmett Lane · Baltimore, Maryland 21206
410.555.1234 · dnakamura@aol.com

December 20, 2020

Neighborhood Legal Services Program
2412 Minnesota Avenue, SE
Washington, DC 20020

Dear Hiring Manager:

I am writing to express my interest in a position as a Staff Attorney with the Neighborhood Legal Services Program. Since graduating from the University of Miami School of Law, I have been a litigator at the law firm of Garson & Kanin in Baltimore where I worked on several projects, some in conjunction with your organization, involving families in the legal system. As a result, I acquired extensive experience in this area and solidified my intent to transition into a career focused on protecting and asserting the rights of parents and families. As such, enclosed please find my resume for your consideration.

As reflected on my resume, I have pursued opportunities to make a positive impact in the lives of families. In fact, I chose to attend law school out of a desire for a career in which I could have an impact on individuals' lives and the public good. During my law school career, I represented children in foster care in permanency and immigration hearings, in connection with an internship with the Dade Legal Aid/Put Something Back program. Due to that experience, I became acutely aware of the profound complexity of the diverse factors that affect families, and the enormous opportunities for committed advocates to improve outcomes for families and children involved with the courts and public agencies.

Currently at Garson & Kanin, I am responsible for a wide range of family law and child welfare matters. I research and write memoranda concerning children's rights for the ABA Children's Rights Litigation Committee. I have litigated custody and visitation issues and represented children in foster care, providing advocacy in court and making their voices heard by the appropriate agencies. In addition, I have acquired crucial civil litigation, project management, and research and writing skills, while exploring a variety of substantive practice areas.

While I have been fortunate to have had varied and challenging experiences in my legal practice, I now seek to focus my work exclusively on family advocacy. I believe that my commitment to asserting the rights of parents and families, combined with my broad experiences and skills, would serve me well at Neighborhood Legal Services Program. Thank you for your time and consideration. I look forward to hearing from you in the near future.

Sincerely,

Dawn Nakamura

Enclosure (1)

❖ **FIRST YEAR LETTER – LAW FIRM**

James Washington
1111 Main Street
Coral Gables, Florida 33146
(305) 222-2222
jwashington@aol.com

December 20, 2020

Ms. Mary S. Clarke
Recruitment Coordinator
Fleming & Fleming, P.A.
123 Star Avenue
Suite 4205
Miami, Florida 33333

Dear Ms. Clarke:

As a first-year student at the University of Miami School of Law, I am interested in obtaining a 2021 summer law clerk position with Fleming & Fleming, P.A. As an undergraduate, I received a bachelor's degree in economics, with a focus on finance, from the University of Southern California. I excelled in undergraduate, graduating with a 3.9 GPA.

I am particularly interested in working with Fleming & Fleming, P.A. due to the firm's reputable labor department, as working in this area would allow me to draw upon my economics background. However, I also seek a summer position that will allow me to gain exposure to a variety of different practice areas. After researching your firm, I learned that Fleming & Fleming, P.A. rotates its summer law clerks through all of its departments. Thus, I know that working for your firm would offer me an interesting and varied workload.

I have enclosed my resume for your review and welcome the opportunity to discuss my candidacy with you. I am confident that my background and experience will enable me to make a positive contribution to your clients. Should you wish to schedule an interview or require additional information, please contact me at (305) 222-2222. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

[SIGNATURE]

James Washington

❖ **SECOND YEAR LETTER – LAW FIRM**

Sandra Goldberg
8985 South West 10th Terrace
Miami, Florida 33176
(305) 555 – 1314
sgoldberg@gmail.com

December 20, 2020

Robert Warren, Esquire
Hiring Partner
Marbury, Jones & Wilcox LLP
123 Main Street
Newark, New Jersey 07111

Dear Mr. Warren:

Emily Dickinson, an associate in your office, told me a great deal about your firm after a recent seminar she gave at the University of Miami School of Law, where I am a second-year student. After speaking with Ms. Dickinson, and as a Newark native who plans to return there after graduation, I am interested in learning more about law clerk opportunities with your firm for summer 2021.

I am particularly interested in the work your firm does in the area of commercial litigation. Last semester, I worked for a law firm specializing in commercial real estate transactions. Prior to that experience, I spent my summer working for the Securities and Exchange Commission, where I had the opportunity to conduct legal research and review documents pertaining to diverse issues ranging from efficient markets policies to capital formation legislation. I am confident that both my research skills and eagerness to work on challenging assignments will allow me to make a substantial contribution to your firm.

I have enclosed my resume and writing sample for your review and I would appreciate the opportunity to meet with you to discuss my qualifications. Should you wish to schedule an interview, please contact me at (305) 555-1314. Thank you for your kind consideration.

Sincerely,

[SIGNATURE]

Sandra Goldberg
Enclosures (2)

❖ **THIRD YEAR LETTER – LAW FIRM**

Jaime Palacios
1234 Main Street
Coconut Grove, Florida 33333
(305) 555 – 4567
jpalacios@gmail.com

December 20, 2020

Ms. Andrea Newman
Recruitment Coordinator
King & Knight, P.A.
333 Howard Avenue, Suite 200
Miami, Florida 33333

Dear Ms. Newman:

As a third-year student at the University of Miami School of Law, I am extremely interested in being considered for an associate position with King & Knight, P.A. I am committed to building a career in the area of employment discrimination and so I am especially interested in working with your firm primarily because you specialize in this practice area and represent plaintiffs in a boutique setting. I intend to sit for the Florida bar examination in July 2021 and I would be honored to commence my career as a labor and employment attorney with King & Knight, P.A. Therefore, enclosed please find my resume, writing sample and unofficial transcript for your review.

Throughout law school, I have pursued opportunities to prepare myself for a career in labor and employment law. In terms of academic coursework, I have complete Labor Law and Employment Law courses. With regard to practical experience, I recently worked for a boutique firm in Coral Gables specializing in labor and employment discrimination work. There, I assisted with depositions and conducted extensive research on the Americans With Disabilities Act, Title VII and the Fair Labor Standards Act, among other federal statutes. This spring, I am working with the Equal Employment Opportunity Commission as a law clerk where I will be dealing extensively with claimants and the filing process, in addition to working with attorneys on pending cases.

In sum, I am very interested in an associate position with King & Knight, P.A. and would welcome an opportunity to interview with you. I am available to meet with you at any time that may be convenient for you. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Jaime Palacios

Enclosures (3)

❖ **FIRST YEAR LETTER – JUDICIAL INTERNSHIP****

Aymelek Abadi

467 Brickell Avenue #23C

Miami, Florida 33131

(305) 222- 2222

aabadi@yahoo.com

December 20, 2020

The Honorable Paul Newman
New Hampshire District Court
1500 West End Avenue
Gables, New Hampshire 11111

Dear Judge Newman:

As a New Hampshire native and a first-year student at the University of Miami School of Law, I am seeking a judicial internship in your chambers for the summer of 2021. I am interested in working as a judicial intern to gain valuable experience within the court system and to utilize my research and writing skills. Therefore, enclosed please find my resume, writing sample and unofficial transcript for your review and consideration.

Through my academic career, I gained the skills necessary to make a valuable contribution to your chambers. I developed my research and writing skills as an English major and reporter for my college newspaper, the New Hampshire News. I wrote two articles per week and won an award for from the New Hampshire Press Association for my article titled "*The Evolution of Social Media.*" Subsequently, in my junior year of college, I became Editor in Chief of the newspaper and had the opportunity to edit student articles. Currently, I continue to hone my legal research and writing skills. During my first semester of law school, I received an "A" in my legal research and writing class.

I would appreciate having an opportunity to discuss my qualifications with you in further detail. Should you wish to schedule an interview, or require additional information, please do not hesitate to contact me at (305) 555-2222. Thank you for your consideration. I look forward to hearing from you in the near future.

Respectfully,

[SIGNATURE]

Aymelek Abadi
Enclosures (3)

**For additional cover letter samples for 2L, 3L and graduates, see the Judicial Internship and the Judicial Clerkship guides (found online and in the CDO).

❖ FIRST YEAR LETTER – CORPORATE/TRANSACTIONAL

Imani Jones

3000 Front Street #2A
Miami Beach, Florida 33139
(786) 555 – 6789
ijones@yahoo.com

December 20, 2020

Royal Caribbean Cruises Ltd.
1050 Caribbean Way
Miami, Florida 33132

Dear Hiring Manager:

As a first-year student at the University of Miami School of Law, I am extremely interested in being considered for the 2021 legal summer internship position with Royal Caribbean Cruises Ltd. (RCL) in Miami. I am particularly interested in this opportunity because I share your organization's passion for creative thinking, innovative engineering and your commitment to a culture of innovation and the protection of our natural environment. Therefore, enclosed please find my resume for your review.

During my undergraduate career, I completed courses in marketing, finance, management and operations, resulting in a 3.75 GPA. I possess exceptional oral and written communication skills and exhibit pride in my work. As a law student, I am taking Contracts, Property and Legal Communication and Research Skills and have thus far excelled in all my coursework.

Since I eventually would like to pursue a legal career as an in house counsel, I am certain that this opportunity would provide excellent knowledge and insight into the corporate world. I am excited to collaborate with the RCL team and eager to learn from them. I believe that my diligent work ethic, enthusiastic attitude and desire to grow and progress in the legal field would make me an excellent candidate for the 2021 legal internship position.

In light of the above, I hope that you will consider my credentials and qualifications for an internship with RCL. Should you wish to schedule an interview or require additional information, please do not hesitate to contact me at (786) 555-6789 or via email at ijones@yahoo.com. Thank you for the time and consideration. I look forward to hearing from you in the near future.

Sincerely,

Imani Jones

Enclosure (1)

❖SECOND/THIRD YEAR LETTER – CORPORATE/TRANSACTIONAL

MELINDA PRESLEY

2121 South Bend Court #3B
Miami Beach, Florida 33139
(786) 555 – 2345
mpresley@yahoo.com

December 20, 2020

World Fuel Services
9800 North West 41st Street
Miami, Florida 33178

Dear Hiring Manager:

As a ____ year student at the University of Miami School of Law, I am interested in applying for World Fuel Services' legal internship program for the upcoming spring semester. I understand that the program is a wonderful opportunity to gain exposure and experience working with the in-house legal team at the company's corporate headquarters in Miami, Florida. I wish to obtain additional hands-on experience in the areas of commercial contracts, corporate governance, securities, regulatory compliance and other general legal matters. I also look forward to working under the direct supervision of the attorneys in World Fuel's legal department. As such, I am enclosing my resume for your review.

This past year, I worked for Bacardi in Miami where I assisted with reviewing, drafting and revising a wide variety of contracts, including non-disclosure agreements, customer and supplier agreements, professional services agreements and distributor agreements. I also assisted with various corporate matters, including global subsidiary management, corporate governance matters and SEC filings and supported the continuous improvement of standard form agreements and legal processes.

Thereafter, as a law clerk with Carnival Cruises, I assisted the attorneys with mergers and acquisitions and other strategic transactions. In addition, I provided support with compliance and legal risk management, including researching statutes, laws and other legal matters applicable to the company's activities. Finally, I collaborated with other departments including, finance, tax, marketing, sales as required.

I hope that you will consider my credentials and qualifications for an internship with World Fuel Services. Should you wish to schedule an interview or require additional information, please do not hesitate to contact me at (786) 555-2345 or via email at mpresley@yahoo.com. Thank you for the time and consideration. I look forward to hearing from you in the near future.

Sincerely,

Melinda Presley

Enclosure (1)

❖GRADUATE – CORPORATE/TRANSACTIONAL

AMANDA PEREZ

3456 South West 12th Court #4H
Miami, Florida 33333
(786) 555 – 6789
aperez@gmail.com

December 20, 2020

Anthony Silva, Esquire
KMD Builders
123 Brickell Avenue
Suite 1400
Miami, Florida 33333

Dear Mr. Silva:

Please accept my application for the Real Estate attorney position with KMD Builders (KMD). As a recent LL.M. in Real Property Development graduate from the University of Miami School of Law, I share KMD's fundamental principles of commitment to quality, value and integrity as its underlying foundation. I would like to utilize my strengths and background to serve your current hiring needs.

As reflected on the attached resume, I worked as a legal intern with Bennett Construction where I assisted with the preparation of litigation and risk reports to the Audit Committee of the Board of Directors, outside auditors and internal business clients. I also aided with an array of departmental administrative matters, budgetary and compliance activities, internal investigations, and other legal matters as they arose.

In addition, I worked with Pundit Construction where I drafted and reviewed standard form contracts, including leasing and sales agreements. I also drafted data security binding rules, compliance procedures and contracts used throughout the state of Florida.

With regard to my academic background, I pursued a vigorous academic course load during law school. I have taken and excelled in courses such as Real Estate Document Workshop, Real Estate Tax and Negotiation Skills. I possess strong research and writing skills and a commitment to practicing real estate law. I am confident that my communication skills, my native fluency in Spanish, education and professional experiences will allow me to add immediate value to KMD Builders.

It would be an honor and a privilege to collaborate with the well-respected attorneys at KMD Builders. I would welcome the opportunity to meet with you to discuss my qualifications. Should you require any additional information or wish to schedule an interview, please do not hesitate to contact me at (786) 555-6789 or via email at aperez@gmail.com. Thank you for your time and consideration.

Sincerely,

Amanda Perez
Enclosure (1)

❖ **FIRST YEAR LETTER – ENTERTAINMENT LAW**

Max Schultz

234 SW 99th Street #24

Miami, Florida 33333

(786) 555 – 6666 · mschultz@yahoo.com

December 20, 2020

Sony Corporation of America
New York, New York

Dear Sir or Madam:

As a first year student at the University of Miami School of Law, I am extremely interested in being considered for an internship with Sony Corporation of America (“Sony”) for this upcoming summer 2021. After graduation from law school, I would like to work in house for a major entertainment company such as Sony and I believe that I could contribute to Sony’s current needs with my background and experience. I went to college at NYU and so I am thoroughly familiar with New York City and its surroundings. Enclosed is my resume for your review.

During my undergraduate studies, I worked as an intern with WNET in New York. In that capacity, I supported the company’s administrative management of its contracts. Specifically, I managed documents; upload contracts into the Contract Management System; performed data entry; and collaborated with other team members on various projects as needed. Presently, I wish to continue working in the entertainment field and preparing as much as possible for a legal career as an entertainment attorney.

In light of the above, I welcome the opportunity to meet with you to discuss my credentials in further detail. Should you wish to schedule an interview or require additional information, please do not hesitate to contact me at (786) 555 – 6666 or via email at mschultz@yahoo.com. I will be in New York City during the winter break, from December 23rd through January 6th and am available to meet with you at your convenience. I look forward to hearing from you in the near future. Thank you for your time and consideration in this matter.

Sincerely,

Max Schultz

Enclosure (1)

❖ **SECOND YEAR LETTER – ENTERTAINMENT LAW**

Andrea Nahm

(619) 555 – 7777 · anahm@yahoo.com

Permanent Address:
1234 La Jolla Drive
San Diego, California 91945

Local Address:
543 Lincoln Drive #22
Coral Gables, Florida 33146

December 20, 2020

Ms. Wendy Smith
NBC Universal
100 Universal City Plaza
Universal City, California 91608

Dear Ms. Smith:

As a second year student at the University of Miami School of Law, I am extremely interested in being considered for an internship with NBC Universal for this upcoming summer 2021. I would like to utilize my production background to provide outstanding service to NBC Universal. I believe that my background and experience would make me an excellent candidate for this position. Having grown up in the San Diego area, and having lived and worked in Los Angeles, I am anxious to return for the summer and hope to find an internship where I can continue my passion for the entertainment field and its diverse legal issues.

As noted on my resume, I have a background in film and television production that I obtained during college and through practical experience within the entertainment industry. Specifically, I worked on legal documents such as actor and vendor agreements and equipment rentals and expendables. In addition, as a producer's assistant, I was exposed to numerous contracts and agreements.

I am highly organized and detail-oriented and possess excellent written and oral communication skills that I have used in the past, both internally and externally, and with all levels of management. Furthermore, I have the ability to work independently and follow through on tasks until they are completed and have experience in discreetly handling confidential information.

I welcome the opportunity to meet with you to discuss my credentials in further detail. I will be in the Los Angeles area from December 23rd through January 6th and would be available to meet with you at your convenience. Please do not hesitate to contact me at (619) 555 – 7777 or via email at anahm@yahoo.com. I look forward to hearing from you. Thank you for your time and consideration.

Sincerely,

Andrea Nahm
Enclosure (1)

❖ **GRADUATE YEAR LETTER – ENTERTAINMENT LAW**

COLIN SMYTHE
123 Sonia Lane
Nashville, Tennessee 37027
(615) 555 – 6666 · csmythe@aol.com

December 20, 2020

Universal Music Group
2100 Colorado Avenue
Santa Monica, California 90404

Dear Recruiting Committee:

Please accept this letter as my application for an attorney position with Universal Music Group. In the past two years, I have worked with the firm of Parton & Parton LLP in Nashville, Tennessee and specialized in copyright and trademark issues, as well as in contracts and negotiations on behalf of country music artists. At present, I would like to relocate to California and continue to represent clients with an entertainment company in the Los Angeles area. Therefore, I am enclosing my resume for your consideration.

In my current position, I represent some of the top names in country music. In particular, I negotiate recording contracts and work on contracts for publications of autobiographies. I have worked with artists who formed their own production companies and represented other clients in disputes with their managers and recording companies.

In addition to the above, I manage the entire contract lifecycle, including drafting, negotiating and revising agreements with talent, agents, content producers and other sophisticated counterparties. I also contribute to business planning sessions and corporate strategies and advise internal business and creative teams on entertainment distribution issues.

I earned my Juris Doctor/LL.M. in Entertainment, Arts & Sports Law from the University of Miami School of Law in 2018 and, after passing the Tennessee Bar, I went to work for Parton & Parton LLP. I am accustomed to working long hours under strict deadlines and I have learned to effectively deal with different personalities. I believe that my skills and prior practical experience would be an asset to your organization.

As such, I hope you will give me an opportunity to meet with you to discuss my credentials and resume in detail. Should you wish to schedule a meeting, I may be reached at (615)-555-6666 or via email at csmythe@aol.com. Thank you in advance for your time.

Sincerely,

Colin Smythe

Enclosure (1)

❖ **FIRST YEAR – SPORTS LAW LETTER**

OLGA CHERNOV

1234 Southwest 36th Street #310
Miami, FL 33333
(212) 555-1234
olgachernov@gmail.com

December 20, 2020

Live Nation
430 West 15th Street
New York, New York 10011

Dear Recruitment Coordinator:

I am a rising second year student at the University of Miami School of Law and I am excited to apply for the Summer Legal Sports Intern position with Roc Nation in New York City. I am enthusiastic to work with a full service organization that has grown into the world's preeminent entertainment company that works with athletes. I am excited at the prospect of assisting the General Counsel and Associate General Counsel on a broad array of legal and business matters within the sports department. As such, enclosed please find my resume for your review.

My interest in sports stems from the fact that my father was a professional athlete in Russia, where I grew up. Therefore, I also became involved in sports at an early age, including gymnastics and figure skating. I developed a passion for sports, but decided to attend law school so that I could continue to be involved in the sports field from a different vantage point.

In preparation for a career in the sports law industry, I graduated with a Sports Management degree from Hunter College in New York. I also volunteered at different organizations such as the Sports Club in New York City where I helped adults with developmental delays to improve their social skills while playing softball and basketball.

I am motivated, driven and possess an entrepreneurial spirit. I am also resourceful, innovative, forward thinking and committed. In fact, I thrive in a fast-paced, team-oriented environment. In addition, I have an excellent ability to prioritize time-sensitive assignments and possess strong communication skills.

During my first year of law school, I will have completed my Contracts course and have thus far excelled at my legal research and writing course. I look forward to using my skills to assist with research regarding league rules and regulations and to assist with agents with licensing requirements.

I hope that you consider my application for the Summer Legal Sports Intern position with Roc Nation and that we can meet in person to discuss my candidacy with you in further detail. Please contact me if you require additional information. I look forward to hearing from you. Thank you in advance for your time and consideration.

Sincerely,

Olga Chernov

❖ **LL.M. – SPORTS LAW LETTER**

Teresa Sanchez

1234 SW 96th Street #4B · Miami, FL 33176 · (786) 555.1234 · tsanchez@gmail.com

December 20, 2020

THINK450
1133 6th Avenue
New York, New York 10036

Dear Hiring Manager:

As a student at the University of Miami School of Law's Entertainment, Arts & Sports Law LL.M. program, with a focus in sports law, I am submitting my application for consideration for the THINK450 Legal Internship position. I am dedicated to a career in sports law and my ultimate career goal is to work for a professional sports league players association. Therefore, an internship with THINK450 would provide an excellent opportunity to be part of a team of individuals in such an influential organization.

As noted on my resume, I am a licensed attorney in Spain and have a background in the sports field. Specifically, I worked as an attorney with Kaptiva Sports, a global sports management company in Barcelona that helps organizations build customer loyalty, have a better exposure and reach a specific goal through sports events organization. In that role, I drafted and negotiated agreements between the organization and its clients. I also had extensive contact with company management regarding designs and execution of innovative sports projects for clients.

In light of the above, I would like to utilize my experience and strengths in legal writing and analysis, contract drafting and interpersonal communication for the benefit of THINK450. I would appreciate the opportunity to discuss how my background and experience could benefit THINK450. Should you wish to schedule an interview or require additional information, please do not hesitate to contact me at (786) 555.1234 or via email at tsanchez@gmail.com. Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Teresa Sanchez

Enclosure (1)

❖ **REFERRAL LETTER**

Tara Arnaud

10 Anastasia Avenue
Coral Gables, Florida 33124
(305) 444 – 4242
Tarnaud@yahoo.com

December 20, 2020

Ms. Laura Smith
Recruiting Coordinator
Cran & Berry
22 East State Street, Suite 222
Rochester, New York 11111

Dear Ms. Smith:

Tom Jones, of Smith & Jones in Rochester, recommended that I contact you regarding a position as a summer law clerk with Cran & Berry. I am a native of New York and a second-year student at the University of Miami School of Law who is eager to return to the Rochester area next summer. Enclosed for your review is a copy of my resume.

I understand from my conversations with Mr. Jones that your firm focuses on the representation of small companies in a variety of transactional and corporate settings, and I am particularly interested in this kind of legal practice. In addition to my undergraduate degree in business, I am seeking to focus my law coursework to prepare me for a career in business law. During the upcoming academic year, I intend to take courses in tax, corporate law and secured transactions.

Currently, I am ranked in the top one-third of my class. I also obtained the highest grade in my legal research and writing course. During last summer, I assisted Professor Tom Reynolds in the research, writing and editing of a scholarly paper discussing the Statute of Frauds in contract law. My experience and education has contributed to my preparation for a legal career and I welcome the opportunity to continue this development by working with Cran & Berry next summer.

I would like the opportunity to learn more about your firm. I will be in the Rochester area from December 23rd through January 6th, 2020 and would be available to meet with you during that time. If another date is more convenient, please contact me at (305) 444-4242 and I will change my schedule accordingly. I look forward to hearing from you.

Sincerely,

[SIGNATURE]

Tara Arnaud

❖ **RETARGETING FIRM**

Sean Murphy
43 Hurricane Drive
Coral Gables, Florida 33124
(954) 222-1212
smurphy@hotmail.com

December 20, 2020

Nancy Jones, Esquire
Smith & Jones
1901 Avenue of the Stars, Suite 1000
Los Angeles, California 90067

Dear Ms. Jones:

I visited the office of Smith & Jones last fall and spoke with several members of the firm regarding a summer associate position. Unfortunately, at that time the firm was unable to offer me a position. Currently, I am a third-year student at the University of Miami School of Law, and I wish to explore the possibility of full-time employment with your firm commencing next fall. I am particularly interested in your firm due to its substantial and well-regarded securities and finance practice. Therefore, it would be an honor to obtain a first-year associate position within that department upon graduation in May 2021.

My academic and professional experiences attest to my ability and desire to pursue a career in securities and finance. In my second year of law school, I took courses such as Securities Regulation and Corporate Finance. Last summer, I was an intern with the Securities and Exchange Commission in Washington, D.C., where I gained extensive exposure to federal securities laws and the inner workings of the SEC. I believe that my experience has provided me with an excellent foundation to become an associate within the firm's securities and finance practice.

I understand that you will not be interviewing on campus this fall. I would, however, very much like the opportunity to speak with you to schedule an interview. Should you need additional information, please feel free to contact me at (954) 222-1212 or via email at smurphy@hotmail.com. Enclosed are copies of my resume and transcript for your review. Thank you for your time and consideration.

Sincerely,

[SIGNATURE]

Sean Murphy
Enclosures (2)

❖ **NETWORKING REQUEST**
FOR AN INFORMATIONAL INTERVIEW

Ivan Bondar
752 West Avenue
Miami Beach, Florida 33149

December 20, 2020

Mary S. Clarke, Esquire
Fisher and Fielding, P.A.
123 Star Avenue
Suite 4432
Los Angeles, California 90000

Dear Ms. Clarke:

As a first-year student at the University of Miami School of Law, I am interested in learning about legal practice in the areas of probate and guardianship. After conducting a Martindale-Hubbell search of alumni practicing in this area, I discovered your name and news articles about your career.

I would greatly appreciate the opportunity to meet with you to discuss what it means to practice in this particular area of law, and what career choices led to your successful practice. If you are available for a telephone conference, I would truly appreciate it. Please feel free to contact me at (305) 222-3333 or via email at ibondar@yahoo.com. At any time that is convenient for you. Thank you in advance for your time.

Sincerely,

[SIGNATURE]

Ivan Bondar

❖ **NETWORKING: REQUEST FOR AN INFORMATIONAL INTERVIEW****

WINSTON MCFARLANE
4532 Hurricane Drive
Coral Gables, Florida 33146

December 20, 2020

Mr. Alan Tamray
Recruitment Coordinator
KLH Law
123 Star Avenue
Suite 4432
Los Angeles, California 90000

Dear Mr. Tamray:

Professor Tom Jones suggested that I contact you regarding summer employment opportunities for first-year law students in the Los Angeles area. As a lifelong resident of California, I intend to return to Los Angeles each summer and permanently settle in the area upon graduation from the University of Miami School of Law in May 2023.

As an undergraduate, I majored in political science at Southwestern University and had the opportunity to serve as an intern with the Superior Court of California, County of Alameda. In addition, during my first semester in law school, I competed in the Jessup International Moot Court Competition. These experiences have heightened my interest in trial practice and my desire to work with a busy litigation firm.

I value your opinion regarding the best trial lawyers in the area, as well as your advice on those who might respond most favorably to summer employment inquiries. I welcome the opportunity to speak with you on the telephone should you have the time. If you are available, please do not hesitate to contact me at (310) 555-7777 or via email at wmcfarlane@hotmail.com. I would be happy to arrange an appointment at any time that is convenient for you. Thank you for your time.

Sincerely,

[SIGNATURE]

Winston McFarlane

**For additional cover letter samples for informational interviews, see the Networking Guide (found online and in the CDO).

❖ **THANK YOU LETTER**

ADELE SCHMIDT

1234 Main Street
Coral Gables, Florida 33146

December 20, 2020

Ms. Myrtle Plain
Recruiting Coordinator
Cran & Berry
22 Main Street, Suite 222
Coconut Grove, Florida 33333

Dear Ms. Plain:

Thank you for giving me the opportunity to interview with Cran & Berry yesterday. I enjoyed meeting with you and the various members of the firm, and appreciate the courtesy extended to me during my afternoon visit. Per your request, I have enclosed my writing sample and law school transcript.

The time I spent at Cran & Berry confirmed my desire to work for your firm. I believe that you will find my work and academic experience well suited for your present employment needs. As stated in my original application letter, your firm has an excellent reputation and I would consider it a privilege to work for Cran & Berry this upcoming summer. Please contact me at (305) 555-2222 should you need additional information. Again, thank you for your time and consideration.

Sincerely,

Adele Schmidt

Enclosures (2)

❖ **THANK YOU LETTER**

MIRANDA ARMADA

5678 Orange Drive
Miami, Florida 33176
(786) 555 – 6789
Marmada@yahoo.com

December 20, 2020

John A. Doe, Esquire
Doe & Smith, P.A.
123 Main Street
Miami, Florida 33124

Dear Mr. Doe:

Thank you for taking the time to meet with me yesterday afternoon. I remain extremely interested in an associate position with Doe & Smith, P.A.

Your firm is attractive to me because of its diverse areas of practice and congenial atmosphere. I found our conversation regarding the work assignments typically given to first-year associates particularly informative. After meeting with the head partners in the litigation, labor and real estate sections, I am confident that my skills and personality would provide a suitable match with Doe & Smith. I would feel privileged to join your firm.

Please do not hesitate to contact me should you require additional information. Thank you for your consideration.

Sincerely,

Miranda Armada

❖ **WITHDRAWAL FROM CONSIDERATION**

(after interview but before offer)

Joshua Rosenblatt

98 Samana Drive
Miami, Florida 33131
(786) 555 – 1234
jrosenblatt@yahoo.com

December 20, 2020

Ms. Myrtle Plain
Recruiting Coordinator
Smith & Swan
321 Southeast 1st Avenue, Suite 222
Miami, Florida 33333

Dear Ms. Plain:

Thank you for the opportunity to interview with Smith & Swan. At this time, I have decided to pursue other opportunities, and thus request that my name be withdrawn from consideration for a [summer associate, associate, law clerk, etc.] position.

I thoroughly enjoyed meeting you. I hope to have the pleasure of speaking with you again in the future.

Sincerely,

[SIGNATURE]

Joshua Rosenblatt

cc: [Recruiting Coordinator or Hiring Partner–whichever individual was not the addressee]

❖ **SAMPLE EMAIL CORRESPONDENCE**

(responding to a job posting)

Subject: Application for Summer 2021 Law Clerk Position
Attached: Cover Letter, Jason Smith Resume, Jason Smith Writing Sample

Dear Ms. Williams:

I am a first year student at the University of Miami School of Law and am applying for the summer 2021 law clerk position with Williams & Miller. Attached for your consideration are my cover letter, resume, and writing sample.

Sincerely,

Jason Smith

[APPLICATION MATERIALS SHOULD BE ATTACHED TO THE EMAIL AS .PDF DOCUMENTS]

Updated 5/2020