

MODEL COVER LETTER
(DO NOT COPY SENTENCES VERBATIM)

Your Present Address
City, State, Zip Code

Date of Writing

FirstName M.I. LastName, Esq. (if an attorney)
Title (if known, such as Hiring Attorney, Recruiting Coordinator, Managing Partner)
Firm/Company/Organization/Court
Street Address
City, State, Zip Code

Dear Mr. (or Ms., or Judge, or Dr.) LastName: (used for all salutations)

First Paragraph: Tell the reader why you are writing. If you know of a specific job opening, explain how you learned about it -- give specifics, including dates, name of resource, person who referred you. Name the position, field or legal area about which you are inquiring.

Second and Third (if necessary) Paragraphs: Discuss one or two of your strongest qualifications as they relate to the job/career area for which you are applying. Write about things you think would be of greatest interest to the employer. Tell why you are particularly interested in his/her firm, location, legal practice area. Point out any related experience, coursework or specialized training. Show how your past experiences are relevant to successful performance on this job. Give examples which demonstrate your abilities and accomplishments, as opposed to saying "I'm wonderful so hire me." Do not tell them how great this job would be for you, tell them how great you would be for this job. Make the connection between your experiences and the skills needed for the position. Do not repeat your resume -- just highlight certain relevant points and elaborate as appropriate.

Last Paragraph: Conclude the letter by indicating your interest in meeting with the employer to discuss your qualifications for the position. If you are applying to an employer outside of the area, and you will be in that area in the near future, indicate when you will be available for an interview. Restate your interest in the position and your enthusiasm about the possibility of interviewing for the position. Thank the employer for their consideration.

Sincerely,
("Respectfully," if to a judge)

Your Signature

Type Your Name

Enclosure(s) (or "Enc.," "Encl.,") (to let them know that you have a resume, writing sample and/or references enclosed)