

### **III. COVER LETTERS AND RESUMES**

This section will provide you with some sample public sector resumes and cover letters to use in your search for a summer or permanent job. Be sure to review Section 2 of your *Manual* entitled *Resumes, Cover Letters and Supporting Materials* for information on the format for resumes, how to build and write a resume in general, and further information about cover letters. Information about references and writing samples is also covered in that section.

Sample 1L Resume  
Anne is looking for employment with a public interest organization.

**Anne Lieberman**  
918 South 49th Street  
Philadelphia, PA 19143-3516  
(215) 729-2398  
alieberman@law.upenn.edu

### ***Education***

J.D. anticipated  
May, 2004                      **University of Pennsylvania**, Philadelphia, PA  
*Activities:* Women's Law Group

B.A., History  
2001                              **Barnard College**, New York, NY  
*Honors:* cum laude; Margaret Thompson Award for best  
honors thesis in History.  
*Activities:* Editor, *Mine too*, literary magazine  
Women's Center, Community Outreach Chair

### ***Experience***

October 2001  
to Present                      **Custody and Support Assistance Clinic**, Philadelphia, PA  
*Volunteer*  
Provide advice to low-income clients on custody and child support issues in  
student-run clinic.

Summer 2001                      **Community Legal Services**, Media, PA  
*Intern*  
Interviewed prospective clients as intake worker. Researched issues on  
grandparent custody of minor grandchildren for training manual.

Summer 2000                      **Volunteers for the Indigent**, Philadelphia, PA  
*Assistant to the Director*  
Screened phone calls from prospective clients. Matched volunteer attorneys with  
clients. Drafted training materials.

Summer 1999                      **MANNA**, New York, NY  
*Volunteer*  
Developed materials for community outreach and assisted in fund raising efforts  
for a group organizing meals for AIDS patients. Drafted portions of a major grant  
application.

***Languages***                      Fluent in Spanish; conversational in French

***Interests***                        Avid bicyclist, mystery novels, playing the flute

Sample 1L Resume

Danielle is seeking public interest employment in her hometown.

DANIELLE GREGORIO

Current Address

429 Spruce Street  
Apt B-4  
Philadelphia, PA 19104  
(215) 555-7676  
dgregorio@law.upenn.edu

Permanent Address

9 Redwood Circle  
Odessa, TX 84126  
(409) 555-7788

**EDUCATION**

**UNIVERSITY OF PENNSYLVANIA LAW SCHOOL**, Philadelphia, PA  
J.D. Candidate, May 2004

**VANDERBILT UNIVERSITY**, Nashville, TN  
B.A., *summa cum laude*, Political Science, 2001

**Activities:** A Capella Choir, 1997-2001  
Member, Vanderbilt University Mock Trial Team, 1997-2001  
Volunteer, North Nashville Community Soup Kitchen  
Worked all four years to pay for college education.

**EXPERIENCE**

**CUSTODY AND SUPPORT ASSISTANCE CLINIC**, Philadelphia, PA      Fall 2001 - Present  
*Advocate*

Advocate in student run clinic for low income clients on custody and child abuse issues.  
Write petitions, file motions and advise clients regarding *pro se* presentation of their cases.

**VANDERBILT UNIVERSITY MOCK TRIAL TEAM**, Nashville, TN      2000 - 2001  
*Captain*

Organized tryouts and practices, assigned roles, and conducted workshops on trial procedures for the mock trial team. Led the Team to the Western Regional Tournament.

**DREAMLAND RIBS**, Nashville, TN      Academic Years 1997 - 2001  
*Waitress*      Summers 2000 & 2001

Waited tables, dealt with customer complaints, and operated the cash register.

**YMCA**, Odessa, TX      Summers 1997 - 1999  
*Camp Counselor*

Conducted lessons in arts and crafts and supervised playground activity for five and six year old groups in a summer day camp.

**INTERESTS**

Hiking, caring for two Labrador retrievers, reading mysteries



Sample 1L Resume

Italia, who has one year of prior work experience before coming to Law School, is interested in pursuing a government position in New York City.

## ITALIA SIMONE WRIGHT

Current Address:  
3601 Chestnut Street  
Apartment 1139  
Philadelphia, PA 19104  
(215) 222-3434  
iswright@law.upenn.edu

Permanent Address:  
148 East 98th Street  
New York, NY 10027  
(212) 321-4321

### EDUCATION

#### UNIVERSITY OF PENNSYLVANIA LAW SCHOOL

J.D. candidate, May 2004

*Activities:* Black Law Students Association

#### UNIVERSITY OF WISCONSIN

A.B. Sociology, cum laude, June 2000

*Honors:* Recipient of Senior Thesis Award in Sociology

Thesis: *The Effect of Public Housing Demolition on Homelessness in One Community*

*Activities:* Reporter, Wisconsin Herald; Captain, Swim Team (1999-2000);  
Chair, Community Outreach Committee, Women's Center

### EXPERIENCE

#### NATIONAL ORGANIZATION OF WOMEN, New York, NY

2000-2001

*Community Relations Director*

Assessed constituents' concerns and made referrals to appropriate social service agencies. Negotiated and conducted follow-up meetings with representatives of social services agencies to ensure efficient handling of all cases. Wrote press releases. Drafted reports outlining recommendations for improving constituent relationships.

#### UNIVERSITY OF WISCONSIN, Madison, WI

Spring 2000

Department of Sociology

*Teaching Assistant*

Graded exams and papers for Sociology of Modern Europe class. Consulted with and advised students during weekly office hours.

#### GOVERNMENT SCHOLARS SUMMER PROGRAM, New York, NY

Summer 1999

*Selected as one of ten Summer Scholars*

Researched and drafted policy statement for the Mayor's Office on services for bilingual citizens.

#### WISCONSIN STATE ASSEMBLY, Madison, WI

Summer 1998

*Intern*

Researched and analyzed state legislative issues concerning reproductive rights. Wrote press releases. Responsible for contacting key state officials to testify at committee meetings.

**LANGUAGES:** Fluent in Spanish and French

**INTERESTS:** Skiing, aerobics, gourmet cooking

Sample 1L Resume

Jarrett has prior work experience. He's seeking in working for the government in D.C.

## JARRETT WASHINGTON

575 Delancey Street

Philadelphia, PA 19147

(215) 555-063

jwashing@law.upenn.edu  
u

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### EDUCATION

**UNIVERSITY OF PENNSYLVANIA LAW SCHOOL**, J.D. Candidate, 2004

Activities: Member, International Law Society

**YALE UNIVERSITY**, M.A. in Economics, 1999

**HARVARD UNIVERSITY**, B.A. in Economics, 1993

### EXPERIENCE

September 1999 -  
August 2001

**STEPTOE & JOHNSON**, Washington, DC

*Paralegal*

Completed assignments in the general litigation department. Promoted to lead paralegal position and responsible for allocating and guiding assignments among the paralegal team. Conducted research in areas including, food and drug law and government contracts. Performed deposition summaries, interviewed clients, and prepared materials for trial.

Summer 1999

**SPEIGEL & McDIARMID**, Washington, DC

*Clerk*

Prepared case files for litigation department. Organized materials, scheduled depositions, and drafted subpoenas.

June 1994 -  
May 1999

**U.S. HOUSE OF REPRESENTATIVES**, Washington, DC

*Research Assistant, Subcommittee on Budget*

Researched and analyzed impact of proposed legislation and prepared reports on topics including a national defense funding project and welfare benefits. Reported findings to Subcommittee chair. Drafted Subcommittee reports. Scheduled Subcommittee hearings.

July 1993 -  
April 1994

**VERA INSTITUTE**, New York, NY

*Researcher*

Evaluated viability of proposals for economic development of urban neighborhoods.

### MEMBERSHIPS

Student Affiliate, District of Columbia Bar Association

### INTERESTS

Baseball history, rowing on the Potomac, 1980's music

Sample resume  
2L joint degree student seeking employment in Maryland

**CRAIG SHAPIRO**

**Current Address:**

3029 Pine Street, #4A  
Philadelphia, PA 19104  
(215) 555 - 1267  
cshapiro@law.upenn.edu

**Permanent Address:**

558 Confidence Lane  
Everytown, MD 21206  
(410) 555 - 0067

**EDUCATION**

**UNIVERSITY OF PENNSYLVANIA**

J.D./M.A. Economics candidate, December 2004  
Completed the first year of law school, and currently a full-time law student and part time economics student.  
Honors: Associate Editor, *Journal of International Economic Law*

**COLLEGE OF WILLIAM AND MARY**

B.A. Economics, *magna cum laude*, May 2000  
Honors: James Monroe Honors Program  
Activities: Founder and President, Phi Beta Chapter of Kappa Delta Rho

**LONDON SCHOOL OF ECONOMICS**

International Summer School, 1999

**EXPERIENCE**

**THE HONORABLE STEPHEN M. ORLOFSKY, U.S.D.C.**, Camden, NJ

*Summer Intern*

Summer 2001

Researched and wrote habeas corpus and social securities opinions.  
Drafted legal memoranda for the law clerks and other interns on issues including employment discrimination and personal jurisdiction.

**GUILD FOOD STAMP CLINIC**, Philadelphia, PA

*Advocate*

2000 - 2001

Advised and represented local residents seeking food stamps in student run clinic.

**NATIONAL FRATERNITY OF KAPPA DELTA RHO, INC**, Greensburg, PA

*Board Member*

1998 - 2000

Determined national fraternity budget and policy at board meetings. Assessed finances of local chapters and presented recommendations for improvement. Chaired Alpha reorganization Committee and drafted its preliminary proposal.

**DEPARTMENT OF JUVENILE SERVICES**, Williamsburg, VA

*Court Monitor*

1996-1997

Contacted youths under house arrest to ensure compliance with the program.  
Referred violations to Juvenile Services.

**INTERESTS** Cinema, volleyball, and skiing

Sample resume  
3L public Interest student with full time prior work experience.

**SHALEEMA GOPAL**  
777 N. 44th Street.  
Philadelphia, PA 19104  
(215) 555 - 1213  
gable@law.upenn.edu

## EDUCATION

**University of Pennsylvania Law School**, J.D. candidate, 2002  
*Honors:* Recipient, Wilmington Bar Association's Minority Law Student  
Scholarship

**Harvard-Radcliffe College**, A.B., History, 1997  
*Honors:* *cum laude*; Dean's List; Agassiz Award, Harvard College  
Scholarship

## EXPERIENCE

**Civil Practice Clinic**, Philadelphia, PA 8/01 - Present

*Certified Law Student*

Interview, counsel, and represent clients of the University of Pennsylvania Legal Assistance Office. Achieved positive results in landlord/tenant case and negotiated successful custody arrangement.

**Community Legal Aid Society, Inc.**, Wilmington, DE 5/01 - Present

*Law Clerk*

Interview clients; conduct investigations; prepare witness affidavits; draft discovery request documents; prepare cases for trials; and write legal memoranda.

**Women Against Abuse Legal Center**, Philadelphia, PA 5/00 - 8/00

*Civil Intern*

Advocated on behalf of unrepresented petitioners in Protection From Abuse Act cases; negotiated Protection Orders by Agreement with respondents or counsel; interviewed victims, assessed needs, and provided referrals; drafted petitions to modify Protection Orders; prepared cases for trial.

5/00 **Custody and Support Assistance Clinic**, Philadelphia, PA 9/99 -  
*Advocate*

Provided legal advice and assistance to low-income clients concerning custody and support matters in student-run clinic under the supervision of Community Legal Services.

8/99 **Office of the Attorney General**, Wilmington, DE 5/99 -

*Law Clerk - Civil Division*

Researched, drafted legal memoranda; participated in client conferences and in preparing clients for trial.

**Support Center for Child Advocates**, Philadelphia, PA 10/97 -

*Paralegal*

Co-founded the Children's Paralegal Program to enable staff attorneys and social workers to better utilize volunteers; trained volunteer paralegals; acted as recording secretary for LECAP; developed and maintained database of volunteer paralegals; organized and recruited volunteers.

**SKILLS/ INTERESTS** Proficient in Spanish. Enjoy kayaking and vegetarian cooking.

Sample Cover Letter

1L Student - Writing to a legal services organization

4818 Beaumont Avenue  
Philadelphia, PA 19143

Date

Paul Miranda, Esq.  
Neighborhood Legal Assistance, Inc.  
3207 Kensington Avenue  
Philadelphia, PA 19134

Dear Mr. Miranda:

I am a first year law student at the University of Pennsylvania Law School and am writing to seek a position at Neighborhood Legal Assistance this summer.

I have long had an interest in and commitment to advocacy for the poor. My senior thesis, "The Effect of Public Housing Demolition on Homelessness in One Community," was based on original field research and involved close contact with a severely impoverished community in Atlanta. I spent the two years before entering law school as a Vista volunteer in East Oakland, working to organize parents around critical school issues. I have continued to work on poverty law issues while in law school as a volunteer with the Guild Food Stamp Clinic. I am eager to work at NLA because of its reputation for involvement in the communities it serves and aggressive advocacy on behalf of its clients.

A copy of my resume is enclosed. I look forward to the opportunity to discuss the possibility of working at NLA. I can be reached at 846-1212 or by email, [ssmith@law.upenn.edu](mailto:ssmith@law.upenn.edu).

Thank you.

Sincerely,

Stephen Smith

Sample Cover Letter

Follow Up letter - student has not yet heard from organization and remains interested

402 Green Street  
Philadelphia, PA 19139

Date

Freda Frank, Esquire  
South Side Legal Services  
5555 Wacker Drive  
Chicago, IL 60606

Dear Ms. Frank:

I enclose an updated copy of my resume reflecting my work this semester in the Guild Food Stamp Clinic. This experience is giving me first-hand client contact through the intake process and interviews with prospective clients, and has renewed my enthusiasm for direct service legal work.

I remain very interested in working with South Side Legal Services next summer. If there is any additional information you would like as you consider my application, please do not hesitate to contact me by telephone or email at (215) 888-6666 or [jcantor@law.upenn.edu](mailto:jcantor@law.upenn.edu).

As I have mentioned, I will be in Chicago during our spring break in early March and would be pleased to meet with you then.

Thank you again.

Sincerely,

James Cantor

Sample Cover Letter:  
Writing for an Informational Interview

ADDRESS

DATE: Late Summer/Early Fall

Mary Smith  
Staff Attorney  
Protection and Advocacy Center  
449 15th Street, Suite 401  
Oakland, CA 94612

Dear Ms. Smith:

Frank Cervone of the Support Center for Child Advocates in Philadelphia gave me your name as someone I could speak to about my interest in working with children. I am a second year law student at the University of Pennsylvania Law School and I am beginning to explore the different types of public interest practice I may be interested in pursuing.

This summer I am working at the Support Center for Child Advocates representing children in abuse and neglect cases. I am also assisting the attorneys with a major class action law suit involving the rights of children to special education while in foster care.

Mr. Cervone suggested that I speak to you about your practice working with disabled children, many of whom are also in foster care. I would appreciate if I could speak to you about your experiences as a lawyer for children and how you made the decision to do this type of law. If possible, I would like set up a brief informational interview with you by phone. I would not take more than 15 minutes of your time.

Please let me know what day and time would be convenient for you. I will be available next week any day after 3:00 p.m. You may reach me at 215-565-6552.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,  
NAME

Sample Cover Letter  
2L Student - Writing for a Second Year Summer Job with a Public Interest Organization

ADDRESS

DATE

Daniel Williams  
Deputy Director in Charge of Hiring  
Department of Health and Human Services  
Office of General Counsel  
1101 14th Street, NW, Suite 405  
Washington, DC 20005

Dear Mr. Williams:

I am a second year law student at the University of Pennsylvania Law School and I am writing to express an interest in working with your organization next summer. As noted in my resume I have experience working in the areas of health care policy and access to health care services.

This past summer I worked as a Sparer Public Interest Fellow for the Pennsylvania Health Law Project (PHLP). I was involved with a wide variety of health care issues including community education, representation of clients at medicare denial hearings and impact litigation regarding Pennsylvania's Medicaid fee schedule and denial of vital services to women and others. I also helped draft comments to the proposed regulations for Pennsylvania's new Quality Health Care Accountability Protection Act which provides consumers and providers with certain managed care rights.

I have enclosed my resume for your review. I would appreciate the opportunity to speak to you about how I can contribute to the work of the Department of Health and Human Services. I can be reached at 215-564-6899. I look forward to hearing from you.

Sincerely,

NAME

Sample Cover Letter  
3L Student - Writing to a Public Interest Organization for Fellowship Sponsorship

ADDRESS

DATE: Mid-Summer

Alice Nakata  
Executive Director  
Nihonmachi Legal Outreach  
1188 Franklin Street, Suite 202  
San Francisco, CA 94109

Dear Ms. Nakata:

I am a third year law student at the University of Pennsylvania Law School and I am writing to seek sponsorship from your organization for a Skadden or NAPIL Public Interest Fellowship. As you may remember, I worked with Nihomachi Legal Outreach before attending law school. I was privileged to work in your Domestic Violence Project, doing community outreach and education. I would like to return to your organization as a lawyer to help strengthen the rights of the Asian immigrant community, particularly with regard to women and children escaping domestic violence.

I am interested in starting a project that combines the work of immigration attorneys with the work of family law and domestic violence advocates. In particular, I would like to help families escaping domestic violence to take advantage of new changes in immigration laws that may allow these families to reside permanently in the United States.

I know from my work with the California Women's Law Center and the Asian Pacific American Legal Center, that immigrant women and children fleeing domestic violence often have few choices or resources to escape the abuse. Additionally, during my work with your organization and others, I have witnessed countless women whose batterers have used immigration laws to further abuse or trap these women.

I feel my background in the areas of immigration and women's rights will make me especially suited to undertake a project in this area. I have enclosed my resume for your review. I would appreciate the opportunity to speak to you about how, through a fellowship, I can contribute to the efforts of Nihomachi Legal Outreach. I can be reached at 215-564-6899. I look forward to hearing from you.

Sincerely,

NAME

Post Interview --Sample Thank You Letter

ADDRESS

DATE

Clarence Darrow, Esquire  
Community Legal Aid Society  
4000 One Logan Square  
Oklahoma City, OK 54545

Dear Mr. Darrow:

My day at CLAS was incredibly inspiring. I particularly enjoyed the time I spent at the client intake desk with Maria Yanez; please thank her for her time. To see the work that CLAS is doing on behalf of the poor of Oklahoma City makes me sure that my decision to attend law school was the right one for me.

I am very interested in your summer program and would be most pleased to have the opportunity to work with you, Ms. Yanez, and Tom Dooley. I am excited about the opportunity to do intake work, to participate in one of your class action law suits and to draft the handbook for clients that we discussed. I am confident that an internship with CLAS will be a great learning experience for me.

Please let me know if there is anything else you would like from me as you are considering my candidacy.

I look forward to hearing from you soon.

Sincerely,

NAME

Sample Cover Letter  
3L Student - public defender's office

234 Oak Drive  
Philadelphia, PA 19112

Date

Shelly Smith, First Assistant Defender  
Minneapolis Public Defender's Office  
8989 First Avenue  
Minneapolis, MN 55555

Dear Ms. Smith:

I am a third year law student interested in joining the Minneapolis Public Defender's Office as an attorney next fall.

As the enclosed resume indicates, I have been concentrating my legal studies, clinical work and my pro bono in the criminal defense area. In my first summer, I worked for the Southern Center for Human Rights in Atlanta, assisting attorneys in all phases of capital appeals. Additionally, I worked as a certified intern for the Chicago Public Defender during my second summer where I represented clients in misdemeanor criminal cases and drafted pre and post trial motions in felony cases. I was also privileged to work with a coalition of legal and non-legal agencies on research and background materials used to support the recent moratorium on the implementation of the death penalty in Illinois. This semester, I am performing my clinical work with the Philadelphia Defender Association, interviewing clients and witnesses and representing clients in some trial level matters. This work has given me the knowledge that I want to pursue a career as a public defender and the experience to make me a valuable addition to your office.

I will be in Minneapolis over the winter break (from December 22 through January 10) and would very much appreciate the opportunity to meet with you then. I am available at (215) 888-9099 until December 22 and can be reached in Minneapolis at (612) 222-3333.

I look forward to the opportunity to discuss your program with you. Thank you.

Sincerely,

Duane Little