

Sample 1L Cover Letter

Applying to a firm

Alyssa Jones
3600 Chestnut Street MB 1052
Philadelphia, PA 19104
(215) 450-1234
ajones@pennlaw.upenn.edu

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[Name]
[Address]
[City]

Dear XXX:

I am a first year student at the University of Pennsylvania Law School. I am writing to express my interest in working at XXX this summer.

I look forward to exploring different areas of law as I continue my legal education and would welcome the opportunity to supplement my studies with practical experience. My undergraduate course load allowed me to develop critical thinking, analytic, and writing skills; I put these skills to use during my summer internship at Kloss, Stenger, and LoTempio, where I performed factual research and helped to edit and write articles for a partner's patent law blog. I hope to further hone these skills throughout the school year and subsequently contribute meaningfully as a summer associate at XXX.

I would welcome the opportunity to discuss my background and experience in greater detail. I will be available for an interview anytime until March 7th or after March 17th; I can be reached at ajones@pennlaw.upenn.edu or (215) 450-1234.

Thank you for your time, and I look forward to hearing from you.

Sincerely,

Alyssa Jones