

Sample 1L Cover Letter
Informational Interview

Student does not have many ties to geographical area

Tomas Bermudez
4880 Osage Avenue
Philadelphia, PA 19143
(555) 222-3333
tbermudez@pennlaw.upenn.edu

DATE

Mary Smith, Esq.
Legal, Lawful, PC
1234 Market Street
This City, Zip

Dear Ms. Smith:

I am a first year student at the University of Pennsylvania Law School and I am beginning to explore opportunities in This City, where I hope to begin my legal career. I was pleased to learn that you are a Penn Law graduate.

I would very much appreciate the opportunity to hear more about your practice here in This City, and about how you made the decision to practice law here. If possible, I would like set up a brief informational interview with you by phone (or to buy you a cup of coffee while I am in This City during August!). I enclose my resume; you'll note that I have worked in This City following college, and that I have been active in law school public service activities while at Penn.

Please let me know if you are available for a short conversation or visit with me at your convenience. I am available at (555) 222-3333 or tbermudez@pennlaw.upenn.edu.

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

Sincerely,

Tomas Bermudez