Your Name and address

Date

Name of Person to Whom You are Writing  (a few spaces below date)
Title
Name of Firm, or Organization
Address

Dear Mr./Mrs./Ms. Last Name:  (2 spaces below inside address)

First Paragraph:  (2 spaces below salutation)

In this initial paragraph you want to indicate clearly who you are and state the type of position you are interested in (i.e. summer internship, summer associate, part-time position, temporary placement or permanent position).

Middle Paragraph or Two:  (Double space between paragraphs)

Indicate why you are contacting this particular firm or organization (nature of its practice, client list, response to a position listing, presentation by firm member on campus, etc.). Demonstrating a specific interest in this firm or organization shows that you’ve taken the time and trouble to investigate the organization and have reason to think they might be interested in you. Also indicate who, if anyone referred you (professors, former employer, friend, CP&P). State the specific skills and experience you have that make you a good match for this employer. As a 1L without prior legal experience, you may simply express your interest in learning more about the practice of law in general. If you have specific ties to the geographic area, add that as well.

Last paragraph:  (Double space between paragraphs)

In the closing paragraph, refer the reader to the enclosed resume and indicate your desire for a personal interview and your flexibility or specific requirements as to time and place (e.g. at your convenience; any Friday in November; December 22 to January 10). Since most employers will contact you by phone or email for an interview, include your phone number and email address in the letter (as well on your resume). Offer any assistance or further cooperation as appropriate. Thank them for their consideration.

Sincerely yours,  (2 spaces below last paragraph)

Your signature

Your name  (4 spaces below closing)

Enclosure