

GUIDELINES FOR PREPARING COVER LETTERS



& SAMPLE COVER LETTERS

NORTHEASTERN UNIVERSITY SCHOOL OF LAW
OFFICE OF CAREER SERVICES

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Table of Contents

Introduction.....	2
General Information: Length, Style/Appearance/Format.....	2
Content of the Cover Letter.....	3
Opening Paragraph.....	4
Sample Opening Paragraphs	5
Body.....	5
Sample Body Paragraphs.....	6
Closing.....	9
Sample Closing Paragraphs.....	9
On-Line Applications & E-Mail.....	10
Sample E-Mail	11
Sample Cover Letters.....	11
Sample 1 – Summer Associate.....	12
Sample 2 – Summer Associate.....	13
Sample 3 – Firm Associate Position.....	14
Sample 4 – Firm Associate Position.....	15
Sample 5 – Public Interest Firm.....	16
Sample 6 – Public Interest Fellowship.....	17
Sample 7 – Government Honors Program.....	18

INTRODUCTION

As a general rule, whenever you send a resume to an employer it should be accompanied by a cover letter.¹ A cover letter is simply a short business letter designed to: (1) state your interest and where you learned about the employer and position; (2) highlight your skills, interests, and experiences that relate to the job for which you are applying; and (3) request an interview. Although the main purpose of a cover letter is to explain to the employer why you are sending your resume, an effective cover letter should stress your skills and experience and persuade an employer to interview you.

Although cover letters reflect the unique styles and circumstances of the individuals who write them, there are common elements and guidelines you should follow when composing your own. Unless the employer has requested on-line or e-mailed applications, the general rule is to print out your cover letter and resume on bond (resume-type) paper and mail it. See the section below on “E-Mailing Your Resume” for guidelines on situations where an e-mail message may be used in addition to or instead of a formatted business letter.

GENERAL INFORMATION

Length: Your cover letter should be short, concise, and to the point; it generally should not exceed one page. Most cover letters are three or four paragraphs long consisting of an opening paragraph, body and closing paragraph.

Style/Appearance: Most employers read cover letters very carefully since they demonstrate your writing “style” (use of language), writing ability, and attention to detail. You should proofread your letter carefully for any errors. These may include typographical and spelling errors, run-on sentences, poor grammar, and misspelled names. It is not enough to use spell-check to spot errors; you must read the letter carefully.

Use a standard font, such as Times New Roman or Garamond, 11 or 12 point (do not make the reader squint at a smaller font in order to squeeze more on the page) and 1” margins. Neatness is also extremely important. Letters should be laser printed on 8 1/2 x 11 bond paper. If possible, your cover letter should be produced on the same type of paper on which your resume is printed. If you are sending your resume and cover letter via e-mail, send each as a separate attachment unless requested otherwise.

Business Letter Format: Proper business format uses the following elements and should be followed for all cover letters:

Your address or letterhead at the top: It has become common to create the look of letterhead stationery with a word processing program or to “cut and paste” the heading from your resume onto the letter. The more traditional business format is to write your address (street address, with city, state and zip below) in the upper right side of the paper. With this traditional style, you would not include your name, phone number, email or anything else in the return address.

¹ The Co-op Non-Communication Rule prohibits you from submitting a cover letter to any participating co-op employer to whom you are applying for a co-op position. The only exception to the Non-Communication Rule is that second year students applying for summer associate positions through the Fall & Winter Recruitment Programs may submit a cover letter with their resume. The Co-op Office will specifically note the rare exceptions where a co-op employer requires a cover letter.

Date: The date can be either directly under your address or spaced below your address before the name and address of the individual to whom you are writing.

Inside address (*name, title and address of the person to whom you are writing*): Each letter should be addressed to a named individual who is responsible for hiring. His/her title should be included in the address as well. Generally, you will be writing to persons holding the following positions:

- Executive Director in a public interest or legal services organization
- General Counsel or Chief Counsel in a government agency
- Director of Recruitment, Hiring Attorney, or Hiring Partner in a law firm
- General Counsel or Corporate Counsel in a corporation

These titles will not be accurate for every employer, however, so be sure to check on-line or use the Resource Room materials for the correct information. If no information is available, check with the Office of Career Services or call the employer directly to ask, for example, for the name of the hiring partner or the name of the person to whom you should send a resume. Your cover letter should never be a standard form letter with a salutation of "Dear Employer" or "Dear Hiring Partner," and it should never be addressed "To Whom It May Concern."

Salutation: Your salutation should read: "Dear Mr. _____:" or "Dear Ms. _____:" (note the use of a colon, not a comma). Don't address it to "Attorney Smith." Never use just a first name, even if you know the person. Always err on the side of being more formal.

Body of the letter: The text of your letter should be single spaced with one blank line between each of the paragraphs. Leave one line blank after the salutation, and begin your first paragraph. You can indent the first line of each paragraph or justify the text at the left margin. Either way, you should leave one blank line between each paragraph so your letter does not look crowded. The letter should be single-spaced.

Closing: Your letter should close with: "Sincerely yours" or "Yours truly" followed by a comma, four blank lines to create space to sign your name, followed by your typed name. The word "Enclosure" or "Enclosures" should be the last entry to appear on your letter 2 lines below your typed name at the left side.

CONTENT OF THE COVER LETTER

Opening Paragraph: The first paragraph is your introduction and should explain to the employer your purpose for writing and sending your resume. Your first paragraph should include:

- a. An explanation of why you are writing;
- b. The specific position or type of position for which you are applying;
- c. If applicable, how you heard of the opening (*e.g.*, website, advertisement, Office of Career Services or personal contact);

d. Information on the year of law school you are in and your expected or actual date of graduation;
and

e. If applicable, your connection to the city or state in which the employer is located, if this is not obvious from your resume (*e.g.*, that you grew up in the area, attended college or graduate school there, have family living there, or that you are hoping to relocate there). This is particularly helpful if you are applying to an employer in a state in which you have not had any work experience to show your commitment to working and living in the community.

Sample Opening Paragraphs:

Sample Opening Paragraphs - Summer Associate Positions:

- I am a second year student at Northeastern University School of Law in Boston, and would like to be considered for a position in your 200_ Summer Associate Program. As a Pennsylvania resident, I am interested in your firm because of my desire to practice law in Philadelphia and to gain experience in the fields of corporate and international law.
- I am interested in applying for a summer associate position for the Summer of 200_ with Barker & Meowsky. I am currently a second year student at Northeastern University School of Law and intend to practice law in Boston after graduation.

Sample Opening Paragraphs - Post-Graduate Judicial Clerkship Positions

- I am currently a third year student at Northeastern University School of Law in Boston. I am writing to apply for a position as a law clerk with your court to begin in the fall of 200_. I am especially interested in clerking with the Florida Supreme Court because I am a graduate of the University of Florida, and plan to return to Florida to practice law after graduation.
- I am writing to apply for a position as a law clerk in your chambers to begin in the fall of 200___. My experience working as a full-time judicial intern for Judge Justice of the U.S. Court of Appeals for the Third Circuit prepared me for the duties of a judicial law clerk. I am confident based on my academic record and the evaluation that I received from Judge Justice that I can make a valuable contribution to your chambers.

Sample Opening Paragraphs - Post-Graduate Positions:

- I would like to be considered for an associate position with Smith & Jones. I am currently a third year student at Northeastern University School of Law in Boston, and am interested in practicing in the area of employment law. I am particularly interested in Smith & Jones because of the firm's strong focus and reputation in the area of plaintiffs'-side employment law.
- I am presently enrolled in a joint degree program at Northeastern University School of Law and Tufts University School of Medicine leading to a J.D. and a Masters in Public Health. I am responding to your firm's advertisement in *Massachusetts Lawyers Weekly* for an associate in your health care group. As of November, I will have fulfilled all my academic requirements, and

following the February bar examination, will be available to start work. It is my intention to pursue a career concentrating in health law in a medium-size firm setting.

Sample Opening Paragraphs - Post-Graduate Public Service Positions:

- I am interested in applying for an entry-level position with the San Francisco Public Defender's Office. In May I will graduate from Northeastern University School of Law in Boston, and I am planning to relocate to the Bay area to pursue my long-standing interest in criminal justice work.
- I would like to be considered for a position as an Assistant District Attorney with your office upon my graduation in May 200_. Currently, I am a third year student at Northeastern University School of Law in Boston, and will be taking the Pennsylvania bar examination in July. I have completed two legal internships in Philadelphia and would very much like to return there to practice law.
- I would like to be considered a candidate for the temporary attorney position in the Welfare Law Unit. I am currently completing my final co-op at Health Law Advocates, and will be sitting for the July bar exam. I am especially interested in the position at Greater Boston Legal Services because it would combine my recent co-op experience in benefits, health law and administrative hearings with my background in legislative and policy advocacy.

Body: The body of your letter is the persuasive component. It typically consists of two or three paragraphs designed to highlight your skills and background that are most relevant to the employer and position for which you are applying, and to convince the employer that you merit a personal interview. Therefore, the body of your letter should highlight the factors that make you a strong candidate for the position, such as:

- a. The **skills and experiences** you have had that make you particularly qualified and well-suited for a position, or if you have had no related experience, a brief explanation of how you have developed a particular interest in the employer's specific area of the law. This paragraph is a good place briefly to describe Northeastern's unique Cooperative Legal Education Program. Although it is helpful to describe the Co-op Program if the employer is unfamiliar with our program, your focus and emphasis should be on the type of legal skills and experiences **you have obtained** as a result of the Co-op Program. The same is true when describing your LSSC project, clinical program or other legal work experience; your goal is to **highlight** and **emphasize** your relevant skills and experiences—your cover letter should not merely reiterate the factual details contained in your resume. You can also mention information not included in your resume that you think would be related to the needs of the employer.
- b. The strength of your **academic record** and any academic-related **extracurricular activities** in which you have been involved (*e.g.*, a research assistant, a teaching assistant or teaching facilitator, legal fellow, co-authoring an article, participating in a Moot Court Competition, volunteer legal work). Many employers will be unfamiliar with Northeastern's grading system and in this paragraph you should include information on the evaluation system and the absence of class rank and law review competition. You do not need to include information about the co-op and grading system for employers familiar with NUSL and who have a history of hiring co-op students and/or graduates.

c. The **reasons** why you are interested in working for **that particular employer**. Employers want a good fit with the employee, and seek candidates who have done the research to know what the employer does and how your skills match the employer's needs.

Sample Second and Third Paragraphs

Sample Paragraphs - Summer Associate Positions

- Northeastern offers a unique legal education program in which students complete a traditional first year of academic study and then alternate every three months between academic classes and full-time work as legal interns. As you will note from my enclosed resume, I developed legal experience and exposure to the litigation process during my internship at Ghet & Ghet, a small firm with a general civil litigation practice. Working directly with Attorney Ghet, I was involved in every phase of litigation from preparing complaints and conducting discovery, to second-seating trials and negotiating settlements. I also wrote several briefs, one of which was submitted to our state's appellate court. I am confident that my experience will enable me to be an asset to your office as a summer associate.
- As you are aware, Northeastern offers a unique Cooperative Legal Education Program ("Co-op") through which students complete four full-time internships. I completed my first co-op this summer working as a judicial intern for Judge Patti Saris in the United States District Court for the District of Massachusetts. I had the opportunity to refine my research and writing skills, to grapple with a variety of legal issues, and to gain valuable insight into the judicial process at the trial court level. I am particularly interested in a summer associate position at Barrister & Solicitor because of the strength of the firm's litigation department.

Sample Paragraphs - Post-Graduate Positions

- Northeastern offers a unique legal education program in which students complete a traditional first year of academic study and then alternate quarters in the second and third years between academic classes and full-time work as legal interns. I have focused my academic work and internships on litigation and corporate practice. While working as a legal intern with a large corporate law firm, a state administrative agency, and a federal district court judge, I had the opportunity to hone my research and writing skills, explore diverse areas of law, and gain valuable insight into the development of case strategy. These experiences strengthened my interest in civil litigation and corporate law. I am particularly interested in working for Reebok because of its expanding business base in the sports security industry, as well as its national reputation as a leader in environmental corporate responsibility. I am confident that my skills and experience will enable me to be an effective assistant counsel at Reebok.
- Northeastern offers a unique legal education program in which students complete four full-time legal internships in addition to the academic curriculum. As the enclosed resume indicates, I have completed internships at a state appellate court, a district attorney's office, and a federal administrative agency. I was exposed to a variety of substantive legal issues in different areas of law, given rigorous assignments that helped me develop strong research and writing skills, and was fortunate to be able to appear regularly in court. I am interested in working in the litigation department of a mid-size general practice firm after graduation, and I am particularly interested in Davenport, Jordan & Marsh because of its diverse practice areas and excellent reputation for trial

work. I believe that my strong legal skills and work ethic, combined with my background in financial services, will enable me to make a valuable contribution to your firm.

- As you may know, Northeastern has a national reputation for its innovative Cooperative Legal Education Program ("Co-op") and its commitment to training public interest lawyers. As part of the Co-op program, students complete four full-time internships with legal employers under the direct supervision of an attorney. I have completed two legal internships in public defender offices. In the fall of 200_, I interned with the Committee for Public Counsel Services in Boston, the local public defender agency, where I represented criminal defendants in bail hearings and misdemeanor cases under the state's student practice rule. In the spring of 200_, I interned at the Federal Defender's Office in San Francisco. In addition to these co-ops, I completed Northeastern's Prisoners' Rights clinic where I had the opportunity to represent state prisoners at administrative hearings. These experiences confirmed my commitment to advocating on behalf of criminal defendants.
- I chose to attend law school to pursue my long-term passion for immigration/asylum work. Through Northeastern's internship and clinical programs I was able to foster this interest and develop a solid base of legal experience. I obtained the equivalent of one full year of practical legal experience in a wide range of settings, including the immigration unit of a legal services office, a small immigration law firm, and a national immigration advocacy organization. My final co-op will be working at a refugee center on the U.S./Mexico border.

Sample Paragraphs Describing Legal and Non-Legal Work Experience Prior to Law School

- In addition to the research and writing experience that I have obtained through my legal internships, I gained extensive writing experience during college and the professional positions which I held prior to beginning law school. As an undergraduate, I won regional acclaim for an extensive research and writing project, and published these findings in the college's Sociology Department journal. Prior to law school I worked as a non-profit grant writer, and was successful in obtaining several major grants for my employer. I tremendously enjoy the creative process involved in analyzing matters and producing written work-products. It is because of this practical experience that I am confident of my ability to meet successfully the demands of a fast-paced and diverse working environment as an associate in your office.
- As the enclosed resume indicates, I have experience as a writer and editor, as well as a background in statutory analysis. My qualifications include nearly five years as an aide in the state legislature reviewing existing laws, analyzing proposed legislation, and drafting supporting documentation. I am particularly familiar with environmental and housing policies, and my upper level coursework in environmental law, land use and affordable housing law has enhanced my knowledge in this area. The work of your agency in financing public housing linked with private sector initiatives that support community development is exciting to me. My desire to work as a staff attorney in your office stems from my desire to build on that foundation while developing the requisite legal skills which every effective lawyer must possess.
- I also have a strong background in oral advocacy and in working to secure victims' rights. As a community educator and outreach advocate at a domestic violence and sexual assault crisis center, I addressed the range of problems faced by victims of violence, and I engaged in extensive public speaking on issues of violence. In law school, I continued to work on behalf of victims of

domestic violence and sexual assault, as a Team Leader in the Domestic Violence Unit at Boston Medical Center, as an advocate at Dorchester District Court, and as an intern at the Victim Rights Law Center. In these roles, I have gained valuable practical experience representing clients in the courtroom and in developing effective advocacy strategies on their behalf.

- I am proficient in Spanish and have a strong interest in immigrants' rights, borne of my work representing low-income clients too often denied access to governmental protections and benefits due to bias and/or language barriers.

Sample Paragraphs Describing Academic Record and Clinical Programs

- In law school, I have received excellent evaluations from Judge Justice and from my law professors. Additionally, I was chosen by law school professors for the selective positions of research assistant and teaching assistant. Prior to law school, I received a master's degree and graduated *Phi Beta Kappa* from my undergraduate institution.
- The strength of my research and writing skills is further evidenced by the performance evaluations I have received from both my professors and legal internship supervisors. I have enclosed a copy of my law school transcript, which is comprised of my course and internship evaluations. In addition, on the basis of my academic performance, I was chosen to be a teaching facilitator for the first year Lawyering Skills in Social Context class. I am confident that my strong academic record and my practical legal work experience have provided me with the research, writing and analytical skills to be an effective law clerk.
- I was part of a regional-winning ABA Appellate moot court team, and I wrote a section on the application of the Fourth Amendment to U.S. citizens abroad for our 2nd place brief. I also received a 2nd place Best Advocate award for my oral advocacy in the competition.
- As you will see from my transcript, I received strong evaluations in every class that I took, including Criminal Law, Advanced Criminal Procedure, and Criminal Trial Practice.
- While in law school, I have been involved in a number of opportunities involving policy formulation and implementation. Two of my full-time internships have been with organizations engaged in advocating for legislative and regulatory reform. In addition, as a first year law student, I worked as part of a "law office" of students in the Lawyering Skills in Social Context course to research insurance discrimination practices and make recommendations for changes in both state agency policies and substantive law. Finally, and perhaps most importantly, I have completed 6 credit hours in the Poverty Law Clinic at Northeastern law school, where I became intimately aware of the day to day challenges facing low-income families, and gained valuable experience working within the context of state and federal health and welfare programs. Additionally, while at the Clinic I briefed legislative staff in connection with bills we supported, prepared legislative summaries for wide-scale distribution, and analyzed and reported on the impact of federal funding on state welfare programs.

Sample Paragraphs Describing Northeastern's Evaluation System

- Northeastern does not have a letter grade system, class rank, or law review. Instead, students receive comprehensive written evaluations of their performance in both their academic courses and legal internships, which together comprise an official transcript.
- Enclosed for your review is a copy of my law school transcript. In lieu of letter grades, Northeastern students receive comprehensive, narrative evaluations of their course work and legal employment. Also enclosed is my resume, a writing sample, two letters of recommendation and a brief summary of Northeastern's "Co-op" Program and evaluation system.

Closing: The last paragraph of your letter should indicate that you are interested in meeting with the employer and should thank the employer for his/her consideration. This can be handled in a number of ways depending on the type of employer to whom you are writing. Following are some suitable approaches:

a. For an out-of-state employer, if you know you will be visiting the area:

- I will be in (city) during the week of (date) and would greatly appreciate the opportunity to speak with you in person. I will call your office on (date) to see if it would be possible to arrange for an interview.

b. For local small employers and any other employers in which you are especially interested:

- I am available for an interview at your convenience and will contact your office to follow up on my application.

c. For those employers (*e.g.*, government agencies and large firms) that have a set pattern of response and will either ask you for an interview, reject your application or put you on a waiting list:

- I would welcome the opportunity for an interview at your convenience.

Finally, don't forget to thank the employer. Examples of appropriate expressions of appreciation are as follows:

- Thank you for your time and consideration.
- I appreciate your consideration of my application and look forward to hearing from you soon.
- Thank you for your consideration. I look forward to your response.

Sample Closing Paragraphs

- I would appreciate the opportunity to meet with you and discuss my interest in a summer associate position with your firm. I will be in San Francisco during the week of August 24th, and will call your office in advance of my visit to see if a meeting can be arranged. Please feel free to contact me if I can provide you with any further information. Thank you for your consideration.
- I would very much appreciate the opportunity to meet with you to discuss my interest in your firm. I will be happy to travel to Baltimore to meet with you and other members of the firm, or I would welcome the opportunity to meet with representatives from your firm when they are

interviewing students at Boston area law schools this fall. Thank you for your consideration of my application and I look forward to hearing from you soon.

- I would appreciate the opportunity to meet with you to discuss my interest in working with your organization. I will contact your office in the next two weeks to see if it would be possible to arrange for an interview. In the meantime, please contact me if you would like any further information. Thank you for your time and consideration.

ON-LINE APPLICATIONS

Increasingly, more employers request e-mailed applications or that you apply by completing an on-line application. While e-mailing is often an informal means of communicating, you should keep in mind that your professionalism, judgment and writing ability can be judged by how you use e-mail and the internet. Always use a professional-sounding e-mail account, such as your official student address or an address that uses your formal name such as ValerieSmith@gmail.com. Do not use screen names. Do not include websites or blog addresses in an e-mail signature. Expect that an employer will “Google” your name and possibly search MySpace and YouTube-type websites. Any information on the internet about you that does not reflect a professional demeanor could give the employer a negative impression and undermine your application.

E-Mailing Your Resume: If the employer requests applications by e-mail, you should still write a formal business letter as explained above and attach it to the e-mail along with your resume. Use a standard word processing program such as Word, or convert the documents to .pdf format. Always check to make sure your e-mailed document opens correctly and is formatted correctly.

The subject line and e-mail message itself should identify the position for which you are applying. You then have an additional opportunity in the body of the email to state BRIEFLY your interest and qualifications so that the reader is interested in reviewing your complete application which is attached. You should name the documents with your name, not the name of the employer, so that it is easy for the employer to identify your application. For example, “Valerie Smith cover letter.doc” and “Valerie Smith resume.doc.” You can always save a copy with a name that helps you identify which job the document is for, such as “ACLU fellowship app.doc.” It is a good idea to print out or save a job description that is posted on-line, as the employer may remove it after the application period is over.

Sample E-Mail:

To: Kevin.Malone@thefirm.com
From: student.a@neu.edu
Subject: Application for staff attorney position

Dear Mr. Malone:

Attached please find my cover letter and resume for the staff attorney position. I hope I have an opportunity to speak with you about my litigation experience and how my background as a teacher could help advance your special education initiatives. Thank you.

Amy Student

Attachment: Amy Student cover letter Attachment: Amy Student resume

SAMPLE COVER LETTERS

Following are two sample cover letters from second year students seeking summer associate positions, three sample cover letters from third year students seeking post-graduate positions in law firms, and two sample cover letters from third year students seeking public interest/public service fellowships. Sample cover letters for post-graduate judicial clerkship positions are included in the *Judicial Clerkship Handbook*.

These letters are merely examples; they are not "perfect" models. You should not copy these models or any other models; rather you should use them as guidelines for drafting your own personalized cover letters. The most effective cover letters are those that are specifically tailored to address the needs of the employer and which highlight your relevant skills and experience.

Sample 1 – Summer Associate

55 Walk Hill Road
Jamaica Plain, MA 02172
August 15, 200_

Stanley Hudson, Esq.
Blueblood, Mayflower and Hudson
One Constitution Plaza
Philadelphia, PA 19107

Dear Mr. Hudson:

I am interested in applying for a summer associate position for the Summer of 200_ with Blueblood, Mayflower and Hudson. I am currently a second year student at Northeastern University School of Law and intend to practice law in Philadelphia, my home town, after graduation.

As you may know, Northeastern has a unique Cooperative Legal Education Program ("Co-op"). After the first year of academic studies, students alternate every three months between working full-time as legal interns and attending classes. I recently completed my first internship as a law clerk for Judge Justice of the Massachusetts Superior Court. During my internship, I had the opportunity to refine my research and writing skills on a broad range of legal issues, and gain valuable insight into the judicial process. I greatly enjoyed drafting findings of fact and rulings of law for the Judge on several complex civil and criminal matters. This internship experience, along with the research that I have done for Professor Subrin on the interpretation and application of the Federal Rules of Civil Procedure, has confirmed my interest in litigation. I am particularly interested in your firm because it has an outstanding litigation department.

Prior to attending law school, I acquired five years of valuable professional experience which included positions as a marketing coordinator for a publishing company, and as a management trainee at a bank. I believe that the professional judgment and skills that I acquired through these positions, combined with my judicial internship experience and academic performance, uniquely qualify me for a summer associate position with your firm.

I have enclosed a copy of my resume, transcript and writing sample for your review. Northeastern does not issue letter or numeric grades or class rank. Instead, students receive comprehensive narrative evaluations from both their professors and legal internship supervisors. A student's official law school transcript is comprised of these evaluations.

I would welcome the opportunity to meet with you and other individuals in your firm to learn more about the summer associate program at Blueblood, Mayflower and Hudson. Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Jill Capital

Enclosures

Sample 2 – Summer Associate

Alex Alexander

5 Park Drive, Apt. 3 • Boston, MA 02115
Alexander.A@neu.edu • 617-555-1212

August 15, 200_

Mr. Michael Scott
Hiring Partner
Dollar, Franc & Mark
123 Summit Street
Miami, Florida 33130

Dear Mr. Scott:

I am currently a second year student at Northeastern University School of Law in Boston. I am writing to apply for a summer associate position with Dollar, Franc & Mark to begin in the summer of 200_. I am a graduate of the University of Florida, and plan to return to Florida to practice law after graduation. I am interested in doing litigation work upon graduation and I am particularly interested in Dollar, Franc & Mark because of the firm's strong litigation department.

As part of Northeastern's Cooperative Legal Education program, I am already gaining substantial legal research and writing experience, as well as exposure to the litigation process. I recently completed a judicial internship with Judge Motion of the Massachusetts Superior Court where I performed the traditional responsibilities of a law clerk. I wrote drafts of several judicial opinions and had extensive opportunities to observe trials and discuss litigation tactics and evidentiary issues with Judge Motion. This fall I will be taking Evidence and Civil Trial Practice. In the winter I hope to complete my second internship in the litigation department of a law firm.

The strength of my research and writing skills is further evidenced by the performance evaluations that I have received from both my professors and legal internship supervisors. I have enclosed a copy of my law school transcript, which is comprised of my course and internship evaluations. I am also enclosing a brief summary of Northeastern's Cooperative Legal Education program and evaluation system.

I am confident that my strong academic record and my practical legal experience have provided me with the research, writing and analytical skills to be an effective summer associate at Dollar, Franc & Mark. I hope that my credentials and experience are of interest to you. Thank you for your consideration.

Respectfully,

Alex Alexander

Enclosures

Sample 3 – Firm Associate – Graduating Student

654 Centre Street
Jamaica Plain, MA 02455

August 12, 200_

Ms. Angela Martin
Recruiting Coordinator
Large & Larger
One Travel Place
Boston, MA 02131

Dear Ms. Martin:

I am writing to apply for an associate position at Large and Larger. In May 200_, I will complete my final year at Northeastern University School of Law. After graduation I plan to pursue a position in corporate law. I am particularly interested in a position with Large & Larger because of the strong reputation of your firm's corporate department.

Through Northeastern School of Law's Cooperative Legal Education program, I have had the opportunity to obtain significant exposure to corporate law by working as a legal intern for the General Counsel's Office at a Fortune 500 company and in corporate law departments at two large Boston law firms. In addition, I have taken numerous business and commercial law courses including Commercial Law, Secured Transactions, Corporations, Securities Regulation and Bankruptcy. I received excellent evaluations for my work in these courses. I am currently conducting research on corporate law issues for a professor and I am an active member of the Business Law Forum.

In addition to the legal training and work experience that I have gained in law school, I bring substantial business and management experience which will enable me to be an effective corporate associate. Prior to law school, I worked in sales and marketing for two Fortune 500 companies; Rich, Inc. and Richer, Inc. In my last position as Vice-President of Sales and Marketing, I had fiduciary responsibilities and managed financial strategic planning for the division. I am confident that the corporate legal training and work experience that I have obtained in law school, combined with my business and management background, will enable me to be an effective member of your firm's corporate law department.

I have enclosed my resume and transcript for your review. A transcript from Northeastern University School of Law is comprised of narrative evaluations of a student's performance in both academic courses and in legal internship positions. I would be happy to provide you with a writing sample, references or any additional materials that you may require. I look forward to hearing from you soon. Thank you.

Sincerely yours,

Janis Jones

Enclosures

Sample 4 – Firm Associate / Graduating Student

55 Wilson Street
Brookline, MA 02146
September 1, 200_

Ryan Howard, Esq.
Chairman, Hiring Committee
Barrister & Solicitor
3 Governor Lane
Chicago, IL 60606

Dear Mr. Howard:

I am a third year law student at Northeastern University School of Law in Boston, Massachusetts and would like to be considered for an associate position with your firm for the fall of 200_. I am originally from the Chicago area and intend to take the bar examination and practice law in Illinois after graduation. I am particularly interested in working at Barrister & Solicitor because of the firm's strong labor and employment department.

In addition to completing the traditional academic curriculum, law students at Northeastern complete four legal internships ("co-ops") under the direct supervision of an attorney or judge. As a result, I not only have a strong academic record, but also will have one full year of practical legal experience when I graduate. Through my first three legal internships, I have gained substantial exposure to large firm practice and a solid base of labor and employment law. Two of these internships were positions in the labor and employment department with two large firms - a firm in Boston and a firm in Chicago. During my most recent internship, working as a judicial intern for Judge Courtly of the United States District Court for the District of Illinois, I had the opportunity to observe several large employment law cases and conduct legal research and draft opinions for the judge in those cases. I believe that these experiences have provided me with the training and experience to contribute effectively to your firm's labor and employment practice.

Enclosed for your review is my resume and transcript. Northeastern University School of Law has no letter grading system, class ranking or law review competition. Instead, students receive narrative evaluations of their academic work from both professors and legal internship supervisors which comprise their official transcript.

I would welcome the opportunity to meet with you and other members of Barrister & Solicitor to discuss employment opportunities with the firm. I am available to come to Chicago for an interview at your convenience. In addition, I would be available to meet with representatives from the firm if they will be in Boston this fall conducting on-campus interviews at area law schools. Thank you for your consideration of my application and I look forward to hearing from you soon.

Sincerely yours,

Jerry Prudence

Enclosures

ANNE ADVOCATE

200 Winter Street, Apartment 1, Winterville, MA 02100* 617.555.8765 * aattorney@yahoo.com

November 16, 200_

Jan Levenson, Hiring Partner
Barker & Meowsky, LLP
100 Atlantic Avenue
Boston, MA 02210-2211

Re: Massachusetts Lawyers Weekly Posting, ID# 123456

Dear Ms. Levenson:

I am writing to apply for the associate position beginning in the fall of 200_, which was recently advertised in Mass. Lawyers Weekly. For the past three months, I have worked as an Honors Legal Intern at the United States Department of Housing and Urban Development's Regional Office of Counsel in Boston. This is a one-year position, after which I am eager to pursue my career in affordable housing and community economic development work. I am familiar with Barker & Meowsky's range of litigation, business development and plaintiffs'-side civil rights work, as well as its extensive pro bono practice. I am particularly attracted to your firm because of its highly respected reputation in the Boston legal community in each of these areas, as well as for its commitment to working with community groups on affordable housing strategies.

During my brief tenure at HUD, I have had the opportunity to analyze, investigate, and prepare recommendations on administrative tort claims brought under the Federal Tort Claims Act. HUD's Federal Tort Claims Center in Boston handles all tort claims brought nationwide against HUD, and I have had the chance to research tort law in a variety of states. The administrative reports I write provide litigation support to Assistant United States Attorneys if the claimant decides to exercise his or her statutory right and sue the United States in District Court. Additionally, I have worked with the Fair Housing Group, analyzing claims and findings of housing discrimination, with the Real Estate Group, providing support with real estate closings, and with the Litigation Group, providing legal support.

Through my law school internships ("co-ops"), I worked on a wide range of civil matters, including labor disputes, employment discrimination, civil rights litigation, unemployment compensation, and personal injury. My work included writing dispositive motions for court submission, drafting judicial decisions and internal legal memoranda, representing clients at administrative hearings, and preparing my supervising attorneys for court hearings and labor arbitrations. In all these experiences, I researched unfamiliar areas of law and worked both independently and collaboratively with co-workers and supervisors.

I would now like to combine this civil litigation experience with my growing expertise in housing law. I welcome the opportunity to interview at your convenience and have enclosed my resume for your review. If you should require any additional materials, please do not hesitate to contact me. Thank you for your time and consideration.

Sincerely,

Anne Advocate

Enclosures

HOPE F. JUSTICE

38 South Street, Apartment 1, Oakland, CA 94610* 617.555.8765 * aattorney@yahoo.com

October 1, 200_

William J. Brennan, Jr. Fellowship Committee
Lawyers Doing Good Work of the San Francisco Bay Area
100 Market Street, Suite 100
San Francisco, CA 94105

Dear Fellowship Committee Members:

I am writing to submit my application for the William J. Brennan, Jr. Fellowship. In May I will graduate from Northeastern University School of Law in Boston, and I am planning to relocate to the Bay area to pursue my longstanding interest in civil rights advocacy. Attached you will find my resume with three references and one writing sample.

I have spent the last two years as a law student working towards my goal of becoming an advocate for disenfranchised populations. As you may be aware, Northeastern operates a unique cooperative legal education program through which students complete four full-time legal internships (“co-ops”) before they graduate. In two years of coursework and three full-time internships, I have developed the skills and a social justice lens through which to work with the law to improve the lives of low-income people. My coursework has introduced me to family, housing, welfare and employment law. I have also taken courses in sexuality, gender and the law, women and the law, and racism and the law. As a result, I have a deeper understanding of the intersections of race, sexuality and class in the law, and the ways in which the current legal system disregards the existence of complex identities. My co-ops with the Welfare Law Unit of Greater Boston Legal Services and the NAACP Legal Defense & Educational Fund have increased my awareness of the social undercurrents of the law, as well as improved my research, writing, and advocacy skills. My current co-op with the ACLU of Northern California has strengthened my skills as a legal advocate and expanded my understanding of the current state of civil rights litigation in the country.

I believe that Lawyers Doing Good Work is the best place for me to launch my social justice career and to further develop my skills as a lawyer. LDGW’s commitment to the advancement and protection of the rights of people of color, poor people, and immigrant populations strongly resonates with my personal commitment to advance and defend civil rights in this country. Moreover, the holistic legal approach taken by LDGW, encompassing litigation, public policy advocacy, education, and counseling mirrors my view of using the law in the context of a larger progressive movement.

I will be in San Francisco until November 28 and will return to Boston for the beginning of my final academic quarter of law school. I would be delighted to speak with committee members while I am still in the Bay area, but would also be willing to travel back to California, if necessary, for an interview. Thank you for your consideration.

Sincerely,

Hope Justice

Enclosures

Nina Northeastern

400 Huntington Parkway • Boston, MA 02115
NinaNortheastern@gmail.com • 617-555-1212

September 1, 200_

Oscar Martinez, Supervisory Attorney
U.S. Equal Employment Opportunity Commission
Office of Federal Operations
1111 Z Street, N.W., Room 1111
Washington, D.C. 20507

Dear Mr. Martinez:

I am a third year student at Northeastern University School of Law in Boston, and would like to be considered for the 201_ U.S. Equal Employment Opportunity Commission Honors Program. Throughout law school, I have considered a position with the E.E.O.C. to be an ideal place to launch my career because it would allow me to serve the public and advance equal opportunity in the critical area of employment. I plan on returning to my home in the Phoenix metropolitan area upon graduation, and am therefore particularly interested in working in your Phoenix office.

As you may know, Northeastern has a national reputation for its innovative Cooperative Legal Education Program (“Co-op”) and its commitment to training public interest lawyers. Students at Northeastern participate in a traditional first year curriculum and then alternate every three months between coursework and full time legal internships, or “co-ops.” Throughout my time at Northeastern, I have remained committed to public service and civil rights. I have completed internships with a federal district court judge, the Civil Rights Division of the Arizona Attorney General’s Office, and a small immigration firm. Each of these experiences gave me valuable insight into discrimination issues, first in the litigation context, then from the government enforcement side, and finally from the perspective of low-wage immigrant workers. During my academic quarters, I participated in the Tobacco Control Litigation Clinic and the Phillip C. Jessup International Law Moot Court Competition, further refining my research and oral advocacy skills. I have also been very active in student issues and activities as a member of the Committee Against Institutional Racism and member of the Latino/a Law Students Association.

In addition to my resume, I have enclosed my undergraduate and law school transcripts. Northeastern does not have letter grades, class rank, or law review. Instead, students receive comprehensive, written evaluations of their course work and legal employment. As both my transcripts demonstrate, I have adhered to a high standard of performance in my classes and in my legal internships. On the basis of my academic performance, I was selected as a teaching assistant for a first year Torts course. I graduated *Phi Beta Kappa*, and with departmental and university honors from my undergraduate institution. I am confident that my strong academic performance, along with my commitment to civil rights and public service, has provided me with the experience necessary to be a successful participant in the E.E.O.C. Honors Program.

Thank you very much for considering my application for the Honors Program. I would be grateful for the opportunity to meet with you in person or by telephone to discuss employment opportunities with the E.E.O.C. Please do not hesitate to contact me with any questions or requests for further information.

Very truly yours,

Nina Northeastern