

## SAMPLE COVER LETTERS FOR GRADUATES

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123 Hopkins Street, Apartment 103  
Boston, Massachusetts 02109

November 13, 2007

Sally Smith, Hiring Partner  
Dorsey & Rappaport, LLP  
600 Atlantic Avenue  
Boston, Massachusetts 02210

Dear Ms. Smith:

Please accept the enclosed resume as my application for an associate position at Dorsey & Rappaport beginning in September, 2008. I graduated from Vermont Law School in May 2005 and am currently serving in my second year as a law clerk to the Honorable Roger F. McIntosh in the Massachusetts Appeals Court.

I am excited to learn that Dorsey & Rappaport is accepting applications for associate positions because your firm's practice areas and the profiles of your associates and partners reflect my own interests and experience. I would like to work in a small firm with an active employment practice and a reputation for litigating significant and complex civil and criminal cases. I am also interested in working at Dorsey & Rappaport because your associates and partners have consistently demonstrated support for civic involvement and participating in bar-related activities. I am currently a member of the Boston Bar Association's New Lawyers Section Steering Committee and was active in other community organizations during the five years I was Executive Director of a social service agency before attending law school.

Through Vermont Law School's experiential programs I sought opportunities to work on diverse issues in a variety of settings. I interned at the Employment Discrimination section of the U.S. Department of Justice, Civil Rights Bureau, the federal district court, a small litigation firm, and for a General Counsel to a nonprofit organization. My experience as a law clerk in the Appeals Court has provided me with the opportunity to continue to improve my legal writing and analytical skills as well as gain significant exposure to areas of the law in which your firm practices – administrative, criminal, and civil.

I feel that Dorsey & Rappaport is the type of firm in which I would like to practice and that I would bring relevant experience, interests and great enthusiasm. I hope that, after reviewing my resume, you will consider me for an associate position. Thank you.

Sincerely,

Graduate

2112 New Hampshire Ave., NW, Apt. 1014  
Washington, D.C. 20009

April 27, 2008

Ms. Rita Tyre  
Assistant Director of Government Relations  
American Civil Liberties Union  
3333 Massachusetts Ave., NW  
Washington, D.C. 20036

Dear Ms. Tyre:

I am writing to submit my application for the Legislative Affairs Manager position at the American Civil Liberties Union (ACLU). I would welcome the opportunity to join the efforts of the ACLU in protecting the civil liberties, civil rights and sexual freedom of all Americans.

It is particularly important, under the current administration, for the civil liberties/civil rights community to mount an aggressive and effective strategy involving public education, lobbying, protective legislation, and grassroots advocacy. I would be honored to help the ACLU in this effort. I believe that my resume not only demonstrates my passion for and commitment to social justice and equal rights, but also shows that I would be a highly effective Legislative Affairs Manager for the ACLU. I am currently employed as the 2006 Law Fellow at Trial Lawyers for Public Justice (TLPJ). As a fellow at the TLPJ, I use my legal and non-legal research skills, analyze complex legal issues under pressure, and effectively serve as a public policy advocate. I also participate in strategic planning meetings. Two evenings per week, I provide pro bono legal services at the Johnson Legal Clinic where I assist persons living with HIV and AIDS. I have additional relevant experience that I gained through four three-month, full-time internships I completed during law school. These internships were with a legal services organization, a federal judge, and two non-profit advocacy organizations.

I am particularly excited about this opportunity with the ACLU because of the nature of the work as well as the work environment. I am aware of your office's commitment to diversity. On a personal note, I have benefited tremendously, both professionally and personally, from my employment with organizations that have a diverse staff and client constituency. I believe wholeheartedly that the most effective results stem from a staff whose diverse makeup mirrors that of the population it is designed to serve. I thrive from close collaboration with others who share my passion for social justice and equality, and welcome the opportunity to join one of the most diverse workforces in the progressive community.

If selected for this position, I would be honored to be part of the ACLU's efforts to protect civil rights/liberties. Thank you for your consideration. I look forward to hearing from you.

Sincerely,  
Graduate

20 Bowdoin Street  
Boston, MA 02114  
617. 337. 4218  
February 15, 2008

Professor Thomas Smith  
Syracuse University College of Law  
Syracuse, NY 13244

Dear Professor Smith:

Please accept this letter and the enclosed supporting materials as my application for a Research and Writing Instructor position for the academic year commencing in September 2---

Since September 2004, I have served as law clerk to U.S. District Court Judge Alice Applewhite of the U.S. District Court for the District of Massachusetts. At the time I accepted this position, I was in my sixth year of litigation practice. Despite my successes in that arena, I wanted an opportunity to serve the public as an attorney and to devote more time to research and writing. I was fortunate to be given that chance by Judge Applewhite, and I have continued happily in her service for more than three years. Although I truly love my work and the challenges it presents, as well as life in New England, I am looking to return to Syracuse to be closer to my family.

I am extremely interested in transitioning to academia. While in law school, I served as a Teaching Assistant and a Head Teaching Assistant, responsible for instructing first year students in legal writing and oral advocacy. I have co-authored two law review articles on the impact of the ADA on HIV-related illnesses. I also have extensive experience supervising law students. I served as the internship supervisor during my tenure at Sotheby's law firm and oversaw the work of the judicial interns in my judge's chambers. I believe that the combination of my academic and scholarly endeavors coupled with my experience working with law students make me an ideal candidate for this teaching position.

I enclose a resume, writing sample and two letters of recommendation as requested. I would be happy to provide any additional information that would be helpful to you in evaluating my candidacy. Thank you for your time and consideration.

Very truly yours,

Graduate

/enclosures

230 Parkman Street  
Brookline, MA 02359  
March 3, 2008

Bonnie Blair  
Human Resources Management Office  
Room H-700  
Federal Trade Commission  
600 Pennsylvania Avenue, N.W.  
Washington, DC 20580

Dear Ms. Blair:

Please accept the accompanying resume and writing sample as my application for the attorney position with the Federal Trade Commission (FTC) that was recently advertised in my law school's employment newsletter.

I am extremely interested in working for the FTC because of my interest in consumer and regulatory issues and my desire to work in the public sector. I graduated from law school in May 2005 and have spent the past three years doing contract work at a number of large law firms. Much of my experience has been doing trial preparation and discovery in complex antitrust and merger cases. In a number of these cases, I was providing information to the U.S. Department of Justice. These experiences have strengthened my research and writing skills, exposed me to a number of interesting and complicated legal issues, and taught me about preparing multifaceted cases for trial.

During law school, I also had the opportunity to be exposed to consumer law issues and gain additional practical legal experience. I took an antitrust class that focused on the Microsoft case. I also completed four legal internships, which included working with a judge, two law firms, and the Massachusetts Attorney General's office. The practical training I gained in law school essentially gave me the equivalent of one year of experience working on a broad range of issues in diverse settings.

I believe that the skills I have gained from my legal experiences, which include skills in dealing with clients, problem solving, using professional judgment, working effectively in a team, and being able to work independently would qualify me for a position with the FTC. In addition, I bring maturity gained from eight years of additional professional experience prior to law school, a commitment to the work of the FTC, and tremendous enthusiasm. I welcome an opportunity to meet with you and discuss my qualification and interest in the position.

Sincerely,

Sara G. Morse

Attachments

41 Easton Street, Apt. 7b  
Brighton, MA 02040

October 25, 2007

Patrick Monahan  
Kelly & Edwards, P.C.  
150 Trapelo Road  
Providence, RI 21712

Dear Mr. Monahan:

I am writing in response to your firm's advertisement in Rhode Island Lawyers Weekly for a civil litigation associate. I have four years of litigation experience, primarily related to family law matters. I am now looking to expand my legal skills and expertise and to relocate to Rhode Island. I am admitted to both the Massachusetts and Rhode Island Bars.

As a family law attorney for legal services organizations in Massachusetts, I have had the opportunity to gain a great deal of client contact experience as well as experience in effective written advocacy, oral argument, negotiation and creative problem solving. For the most part, my work has involved representing indigent victims of domestic violence. This work requires the ability to respond quickly to legal crises and to work on a range of issues, including housing, welfare and disability law matters. In addition, I have had the opportunity to focus on complicated jurisdictional matters arising when a victim flees the state with the children to escape an abusive relationship.

While I love the work that I do, I am ready for a change and am interested in expanding my area of legal experience and expertise. I am excited to embark on a new journey and believe that the legal skills I have gained thus far are transferable and make me an ideal candidate for the associate position at your firm. I am available for an interview at your convenience. You can contact me at home (617) 337-1234 or at work confidentially at (617) 6503-1035. I have enclosed my resume, references and a writing sample. Thank you for your consideration.

Yours truly,

Graduate

Enc.