

SAMPLE COVER LETTER - LAW FIRM

Ms. Renee Recruiting
Lone Star Law Firm
1000 Main St.
Dallas, TX 11099

Dear Ms. Recruiting,

I am a second year student at Stanford Law School and am seeking a position with Lone Star Law Firm for the summer of XXXX. I understand that you will not be participating in Stanford's OCI so I wanted to reach out to you directly. I am very excited about your firm as I am from Dallas, am currently working in Dallas my 1L summer job and plan to return to Dallas after law school graduation to practice law.

I have many interests in the law and am seeking a law firm that will enable me to explore different practice areas this summer. I understand your firm has an excellent rotation system for summer associates to expose the students to a variety of legal issues. I recently spoke with Joe Lawyer, an SLS alum and member of your litigation department who described your firm's white collar criminal defense practice, which intrigued me.

My background has provided me with many skills useful to your firm's practice of law. At the University of Texas, I majored in math and journalism, areas requiring strong analytical and writing skills. After my first year of law school, I researched legislation and conducted statistical analysis for Governor Jones' office and drafted numerous legal memoranda relating to habeas corpus issues for the Texas Death Penalty Resource Center. I am also strengthening my communication and client relations skills by participating in the Community Law Clinic here at SLS.

My resume is attached. I will be in Dallas until August 10th and would love the opportunity to speak with you or others about a summer associate position. Thank you for your consideration.

Sincerely,

Thomas Texan

SAMPLE COVER LETTER - LAW FIRM

Mr. Lawrence Legal
Hiring Partner
Legal, Law & Courts, LLP
101 Main St.
San Francisco, CA 22334

Dear Mr. Legal,

I am a second year law student at Stanford Law School, interested in a summer associate position with your firm. I recently read about your firm and its successful conclusion to your class action suit against the City and County of San Francisco. I have practical work experience in employment law and a passion for employment discrimination cases, in particular. I was born and raised in Northern California and am eager to start my legal career in San Francisco.

After researching and writing numerous papers regarding unique issues for my employment law class, I put my education to practical use as a summer intern with the Employment Law Center. I drafted an appellate brief on the American with Disabilities Act that was argued and held in our favor. My class work, coupled with a successful summer at the Employment Law Center, resulted in a professor offering me a research assistant position for a discrimination suit he is handling. The education, skills and experience that I have gained in employment law in general, and ADA and discrimination law in particular, make me a good fit for your firm.

Since I am local, I am available to meet with you at your convenience. I have attached my resume and hope to meet you soon to further discuss my qualifications.

Sincerely,

Sally Star

SAMPLE COVER LETTER - LAW FIRM

[Recruiting Manager]

Dear _____

I am a first year at Stanford Law School and am interested in summer employment with Doolittle & Loafmore. John Doe, who summered with you last year, suggested I contact you because of my interest in media companies and your firm's expertise in representing a wide variety of media clients in mergers, acquisitions and joint ventures. As I am from Chicago and plan to return there after graduation, I am very interested in your Chicago office. **-OR-**This fall I had the opportunity to meet Don James and Heather Smith who came on campus to talk about the mergers and acquisitions practice. I learned that your firm represents...

I became interested in the legal aspects of corporate transactions through my work at Bankers Trust and Columbia Pictures, both in New York. As a financial intern at Bankers Trust, I developed strong analytical skills and gained an understanding of media industry financing. At Columbia Pictures, I strengthened these skills by valuating television stations for potential acquisition. The valuation process also refined my research and writing skills and gave me the opportunity to learn the fundamentals of due diligence. I believe that my financial and business analysis and my research and writing skills, coupled with my knowledge of the media industry, make me a good fit for Doolittle & Loafmore.

I have enclosed my resume for your consideration. I will be in Chicago over the holidays from December 13 through January 5 and I would welcome the opportunity to meet with you personally. I look forward to hearing from you.

Sincerely,

SLS Student

cc:

SAMPLE COVER LETTER - LAW FIRM

[Date]

Ms. Mary Manager
Recruiting Coordinator
BigLaw Firm
1000 Page Mill Rd.
Palo Alto, CA 94304

Dear Ms. Manager:

I am currently a first year student at Stanford Law School and I am interested in exploring an employment opportunity with BigLaw Firm in the summer of 2014. This past October, I had the opportunity to attend a lunch discussion with one of your partners on the topic of civil litigation, and found myself extremely interested with the subject and intrigued by his description of BigLaw's litigation practice. I am particularly interested in appellate litigation, in which BigLaw Firm has an outstanding practice, and am enthused by the prospect of working with and learning from the litigators in your firm.

I believe that my strong writing and communication skills, which I have developed in a variety of contexts, would serve me well in BigLaw's summer program. I have substantial editing and formal writing experience, as well as experience communicating effectively with elected officials and their staffs under demanding and high-pressure conditions. Moreover, my recent pro bono work with the Children's Defense Fund and the International Institute of the Bay Area has given me thorough and rigorous exposure to legal research, memoranda drafting, and working face to face with clients to obtain information and serve their needs. Beyond these skills, I am an exceptionally hard worker and have a positive and team-oriented attitude.

Enclosed please find my resume. If you have any questions, you can reach me at any time by email at _____ or by telephone at _____. Should you wish to speak with me in person, I will be in Palo Alto full time after _____. Thank you for your time and consideration. I look forward to hearing from you in the future.

Sincerely,

SLS Student

SAMPLE COVER LETTER - LAW FIRM

Leland Stanford
220 Hedge Road
Menlo Park, CA 94025
650-555-1212
lstanford@law.stanford.edu

December 1, 20XX

Janet Smith
Professional Recruitment Manager
Really Big Firm
275 "B" Road
Menlo Park, CA 94025

Dear Ms. Smith:

I am a first-year student at Stanford Law School and am interested in exploring an employment opportunity with Really Big Firm this coming summer. A friend of mine in your San Francisco office, Jane Doe, speaks very highly of your firm and recommended that I contact you. From what Jane has told me and from everything I have read, Really Big sounds like it would be an excellent fit for me. I am very interested in intellectual property law, in which Really Big has an outstanding practice. This combined with what Jane has described as a very congenial and friendly work environment, makes me eager to be a part of your firm.

After graduating from Stanford University, I worked as a consultant for two years for McKinsey & Company in Los Angeles. At McKinsey, I became adept at managing client interactions and working with a team under tight deadlines. My experiences at Pets.com and Liberate allowed me to further hone my managerial and communication skills in the frenetic pace of e-commerce and software technology start-ups. Through my work at these companies, I also developed strong analytical skills, which I have continued to sharpen this semester at Stanford Law School.

I have enclosed my resume for your review and would welcome the opportunity to discuss my qualifications with you further. Please do not hesitate to call me at 650-555-1212 should you have any questions.

Sincerely,

Leland Stanford

SAMPLE COVER LETTER - LAW FIRM

220 Escondido Road
Stanford, CA 94305
650-555-1212
lstanford@law.stanford.edu

January 1, 20XX

Ms. Janet Smith, Esq.
Jones, Jones & Smith
100 South J Street
San Francisco, CA 94005

Dear Ms. Smith:

I am a first-year student at Stanford Law School and am interested in serving as a summer associate at Jones, Jones & Smith. John Doe, my thesis advisor at UCLA, suggested that I contact you. [EDITOR'S NOTE: John Doe knows Ms. Smith, who is a named partner of the firm.] Upon graduation, I plan to practice in the Bay Area and am particularly interested in Jones, Jones & Smith because of your strong education law practice.

My interest in education law began in college when I volunteered to tutor grade school children at a local inner city school. The experience clearly illustrated to me the challenges facing public schools—particularly those in under-funded districts. As a result of this experience, I wrote an honors thesis that analyzed racial balance measures employed in school choice programs from legal, empirical, and philosophical perspectives. This work has since been included in a book on school choice that was published last April.

After graduating from UCLA, I worked for Legal Research, a litigation consulting firm, where I strengthened my quantitative research skills and writing ability. Working closely with teams of testifying experts and attorneys to prepare expert reports sharpened my critical thinking skills and my ability to generate and interpret statistical analyses. With my focus on education law and the research, analytical and writing skills I have developed in college and through my professional experiences, I believe Jones, Jones & Smith is a good fit for me.

Enclosed is a detailed resume. As I live in the Bay Area, I am available to meet with you at your convenience and hope to have the opportunity to discuss my qualifications with you further. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Leland Stanford

SAMPLE COVER LETTER - LAW FIRM

Jane Stanford
200 Escondido Village
Stanford, CA 94305
650-555-1212
jane.Stanford@stanford.edu

December 1, 20XX

Mr. James Smith, Esq.
Peter, Piper, Picked
1234 S. Elm Street
Chicago, IL 00000

Dear Mr. Smith:

Currently, I am a first-year law student at Stanford Law School and am interested in summer employment opportunities with your firm. I learned about your firm from John Doe, a close college friend who interned with you last summer. John speaks very highly of your firm and recommended that I contact you. I am originally from Chicago and am very interested and excited about returning to the area.

Many of my college experiences have prepared me for working in the legal profession. In my senior year at the University of Notre Dame, I directed an experiential learning seminar for 40 students. I developed the project independently and administered it through all of its stages. I strengthened my communication and persuasive speaking skills while serving on the Academic Council at Notre Dame, where I argued and negotiated policies with university administrators and faculty. I also developed leadership and counseling skills through my work as a dorm senator, co-President, and Resident Assistant. Finally, as part of a departmental graduation requirement I wrote a senior thesis that required extensive research and analytical thinking. Now at law school, I have improved many of these skills through my legal research and writing course and participation in Law Association as an elected representative.

Next summer I am interested in gaining exposure to litigation work, preferably in labor and employment law, although I am flexible and curious about many areas of the law. Enclosed is a detailed resume that highlights my experience and education. I would really welcome the opportunity to discuss my qualifications with you further. I will be in the Chicago area December 16-28 and January 14-18. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Jane Stanford

Enclosure