

SAMPLE COVER LETTER FORMAT

Your Name Here

Your Address Here • Chicago, IL 60601 • 312/555-5555 • youremailhere@kentlaw.iit.edu

Date

Contact Name
Contact Title
Organization Name
Address
City, State Zip

Dear Mr./Ms. Last Name of Contact:

Opening Paragraph: Introduce yourself with your law school and class year. State why you are writing/what position you want. Mention your interest in and/or experience that relates to the position. If in a different city than you currently live in, mention your connection to the city.

Qualifications and Statement of Interest Paragraph: Statement of your qualifications and why you are interested in this organization. Tell the employer about you, how you will meet the employer's needs; describe your skills, experience and strengths. Don't focus on why the organization would be a great place to work—they already know that.

Additional Statement of Interest/Qualifications Paragraph: If warranted by your experience or education, qualifications.

Closing Paragraph: Closing statement. State the action you plan to take (e.g., that you welcome the opportunity to discuss your qualifications in further detail; that you look forward to hearing from them; or, that you will be in the area on particular dates and would appreciate the opportunity to meet with someone from the organization at that time, etc.). Repeat your phone and email, thank them for their time.

Sincerely,

Signature

Your Name

Enclosure(s)