



COVER LETTERS & OTHER CORRESPONDENCE

PURPOSE OF COVER LETTER

Your cover letter acts as a letter of introduction and serves to supplement and clarify your resume. The letter should emphasize how your credentials and experience match the position. Tailor the letter to each employer. Research the employer to effectively communicate your interest in, and your qualifications for, the position. Always accompany a resume with a cover letter, even if the employer does not indicate a cover letter is needed.

COVER LETTER FORMAT

Job search correspondence should be written in standard business letter format. A few guidelines:

1. **CONTACT INFORMATION.** To be professional, your resume and any job search correspondence should look like a matching set of stationery. Use the same name and contact information block that you used on your resume for all other letters to employers.
2. **LENGTH.** Keep the letter short and direct, a half page to 1 page, with 3 to 4 paragraphs.
3. **EMPLOYER ADDRESS.** Insert the full name, title (if known), and full address of the person to whom you are sending the letter.
4. **SALUTATION:** The greeting should consist of “Dear Mr./Ms. Last Name:”; use a colon, not a comma, at the end of the salutation. If you do not know the name of the hiring contact, you can call the employer. If you are responding to a blind posting, you may use “Dear Hiring Committee” as the salutation.
5. **BODY OF THE LETTER.** Use full block style paragraphs with each line beginning at the left margin with no indentation. Paragraphs are double-spaced between each paragraph but single-spaced within the paragraph.
6. **CLOSING LINE.** Close the letter with “Best regards” or “Sincerely yours” and note that only the first word of the closing is capitalized. Four lines down from the closing, type your name for your signature line.
7. **ENCLOSURES.** Enclosures should be noted two lines below the signature.

Save hard copies of all job correspondence in a binder or folder for quick reference. Be prepared to refer to your cover letter and resume when the employer calls.

COVER LETTER CONTENT

Below are some guidelines to use when constructing your cover letter. Notice in the attached samples how these guidelines are generally followed.

A. PARAGRAPH 1 – WHY ARE YOU WRITING?

2-3 sentences. Use this paragraph to get the attention of the reader and demonstrate the research you have done on the employer. State your purpose for writing to the employer and personalize each letter.

There are usually three reasons that would prompt you to send a resume:

1. **REFERRAL.** If you obtained the employer's name through a contact, mention that person's name in the first sentence. Make sure however, that you have the contact's permission first to use her name before sending the letter.
2. **JOB POSTING.** When responding to a job posting, indicate which position you are seeking and where you found out about the opening (*e.g.*, the Office of Career Planning, online job website, a professor).
3. **TARGETED MAILING.** If you were not recommended by a contact, or did not find out about the position through a posting, then you are sending an unsolicited cover letter and resume to an employer for whom you would like to work.

Thus, the first paragraph should have sentences that:

- **Briefly introduce you** – for example: I am second year student at the University of San Francisco School of Law. *Not:* I am Jane Nisperos, a 2L at USF Law. Do not state your name in the body of the letter; use your name only at the bottom in the signature line.
- **Name the position or type of work** for which you are applying and mention how you heard about the opening or organization, either through a posting or a contact; and if this is an unsolicited mailing, then mention your strongest qualifications.
- **Express your interest in the employer** and demonstrate your knowledge and research of that employer. State why you want to work for this employer in particular. This reason should be *employer focused* instead of focused on what experience you want. (*e.g.*, “You” focused: I am interested in gaining experience in civil litigation; “Employer” focused: Your firm’s work in plaintiff-side litigation greatly interests me.) Stating you want to work for an employer for experience will turn an employer off. Your reasons instead should be focused on the organization’s mission, type of work, geographic location, size or reputation.

B. PARAGRAPH 2, 3: WHY THEY SHOULD HIRE YOU

4-5 sentences. You may need two paragraphs.

1. **TOPIC SENTENCE.** Start with a topic sentence summarizing the top three reasons why an employer should hire you. Then each following sentence should give specific examples demonstrating each skill and how it relates to the position you seek.
2. **RELEVANT CONNECTIONS.** Make relevant connections between your skills, interests, education, experience, and the employer's needs, especially if responding to a job posting containing a job description. If there is a job description, be sure to address the key skills desired by the employer.
3. **HIGHLIGHT TRANSFERABLE SKILLS.** Be sure to highlight transferable skills from previous employment or activities, particularly if you don't have direct experience.
4. **SUMMARIZE YOUR SKILLS.** Briefly summarize your skills in 1-2 sentences with a wrap-up sentence pitching your key strengths and personal traits which make you stand out.

C. PARAGRAPH 3 OR 4: WHAT YOU WILL DO NEXT

2-3 sentences regarding the next actions you will take.

1. **INDICATE YOUR NEXT STEPS.** State when and how you will contact the employer. If no contact information for the employer is available, indicate how the employer can reach you. If the employer is outside of the Bay Area, tell the employer if/when you will be visiting their city and suggest meeting during that time period.
2. **CLOSING REMARKS.** It is always appropriate to state you look forward to hearing from the employer and to thank them for their time.

WRITING TIPS

- **SUBSTANTIATE** your claims about ability (*e.g.*, "I independently researched and drafted a motion to dismiss in a products liability case which was granted in part by the Alameda County Superior Court.") Avoid unqualified statements by giving examples.
- **HIGHLIGHT** the skills and strengths that you can contribute to an employer as opposed to defending less positive aspects of your work and educational history. Focus on the positive instead of pointing out a negative. (*e.g.*, "With over three years of previous experience, I can bring my strong work ethic and legal knowledge to your firm" instead of "While I do not have the required one year of legal experience as stated in your advertisement, I have previous work experience applicable to the position.")
- **CONNECT** your experience to their needs as opposed to stating what *they* can offer *you*. **DO NOT** simply cut and paste the same language from your resume to your cover letter.

- **VARY** your sentence structure. Refrain from starting each sentence with “I.” Do your best to start each sentence differently. (e.g., “In addition to civil litigation, I gained experienced in criminal law”; “As a law clerk in the Transportation Division, I researched a number of issues.”)
- **BE ACTIVE** in your conclusion – state that you will follow up with a phone call on a specific day. In the case of a blind ad, let the potential employer know how to reach you during business hours. For an on-campus interview, communicate that you look forward to meeting the recruiter during his/her visit to campus.

COVER LETTER CHECKLIST

- Is the letter short and to the point? Keep letters no longer than 3 to 4 succinct paragraphs.
- Is the letter written in standard business format, using professional language?
- Have you **PROOFREAD** your letter? Did you check for grammar, spelling and typographical errors? Did you spell the name(s) of the employer and the addressee correctly?
- Is your letter on the same paper as your resume? Is it on quality bond paper in a neutral shade of white or ivory?

THANK YOU LETTERS

- **ETIQUETTE.** Thank you letters are an essential part of the application/interview process and should be written within 24 hours of an interview. **NOTE:** During the On-Campus Interview season, employers do not expect to receive handwritten thank you letters or cards after initial screening interviews, although professionally written thank you emails are appropriate. However, employers do expect to receive thank you letters for call back interviews or for interviews that occur at the employer’s office.
- **CONTENT.** The letter should refer to a topic of conversation that occurred during interview that will enable the interviewer to remember you. You may have discussed a certain practice area, a case the interviewer worked on, or a common interest; if so, note that in the letter. The purpose of the letter is to be cordial, remind the interviewer who you are, and to reiterate your interest in the employer while stating again, briefly, why you are qualified for the position.
- **MULTIPLE INTERVIEWERS.** If you interviewed with several attorneys within the same organization, you may send one letter or card to: (1) the most influential person; (2) the person with whom you connected with the most; or (3) the recruiting coordinator. However, be sure to include the names of the other interviewers in your note, indicating your enjoyment in meeting them. Note that all your correspondence to the firm is likely to be kept in one file so if you decide to write to each interviewer, make each letter slightly different, based upon the conversation you had with that person in particular.
- **EMAIL OR U.S. MAIL.** While email thank you letters are acceptable, mailed letters or note-cards are more professional. Again, send the letters out as soon as possible.

OTHER TYPES OF JOB SEARCH LETTERS

Other reasons to write prospective employers or those supporting you in your job search include writing or e-mailing for the following reasons:

INFORMATIONAL INTERVIEW	Asking for an informal meeting to interview your contact about her career path, job duties, and practice area(s). Enlist her aid for feedback on your resume, cover letter, and writing sample or to provide you with job search tips.
FOLLOW-UP LETTER	A letter to follow-up with an employer if you have not heard back from them after an interview or other type of employer contact.
THANK YOU LETTER	To an individual following an informational interview or a job interview in person or over the phone. Or, to thank those persons who have acted as your reference or who have assisted you in your job search by providing referrals.
JOB ACCEPTANCE OR REJECTION LETTER	A letter in response to a job offer to accept, reject or request additional time to consider the offer.
SUPPLEMENTAL INFORMATION	A letter providing supplemental or additional documentation or information in support of your application. This sometimes occurs in response to an employer request or on your own initiative. For instance, after interviewing you, employers sometimes request an additional writing sample, your transcript, or references.

SAMPLES OF JOB SEARCH LETTERS

Use the following samples to assist you in crafting your own cover letters and other job search correspondence. Your cover letter should reflect your own personal style.

Do NOT copy the wording of these samples, as employers will notice.

For creative ways to structure your cover letter, please see
Guerrilla Tactics for Getting the Legal Job of Your Dreams by Kimm Alyane Walton.

COVER LETTER TEMPLATE

**NAME AND CONTACT INFORMATION BLOCK
SHOULD BE SAME AS ON RESUME**

1 (NOTE: The numbers in the margins indicate line returns between each entry)

2 DATE

1

2

3

4 **CONTACT:** Name (Do not address as Mr./Ms. – that belongs in the Salutation below)

Title

Organization Name

Address

City, State ZIP

1

2 **SALUTATION:** Dear Mr./Ms. (Last Name of Contact): (*use a colon, not a comma*)

1

2 **Opening Paragraph. (2-3 sentences)** State who you are (year in school, law school attending), why you are writing, what position you want, and your interest in and/or connection to the employer. If out of the area, state your connection to that area. If you were referred by a contact, indicate that in the first sentence. Do not say you want to work for the employer because you want to get experience. Instead, focus on what makes the employer special – this is your chance to demonstrate your research and knowledge of the employer.

1

2 **STATEMENT OF INTEREST AND QUALIFICATIONS. (3-5 SENTENCES)** Start with a topic sentence and state three top reasons why the employer should hire you. Each sentence following should support one of the reasons or skills you set forth in the topic sentence. Tell the employer about your skills and how you will meet the employer's needs. Describe your experience and strengths and use specific examples. Close with a summary sentence pitching special characteristics you have that make you stand out (e.g. soft skills such as strong work ethic, willingness to put in 110%).

1

2 **ADDITIONAL QUALIFICATIONS.** If warranted by your experience, education or skills, you may have an additional paragraph.

1

2 **CLOSING PARAGRAPH. (1-2 SENTENCES)** State what your next action step will be: *i.e.*, you will call the employer; you welcome an opportunity to discuss your qualifications further; 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 them during that time frame. Always thank the employer for their time and consideration.

1

2 Sincerely yours, (*Do not capitalize the second word in the closing salutation, only the first*)

1

2 (**SIGN YOUR NAME HERE**)

3

4 Your Full Name

1

2 Enclosure(s)

SAMPLE COVER LETTER - IL: LAW FIRM – LITIGATION; NO PRIOR LEGAL EXPERIENCE

Sasha B. Cohen

sbcohen@usfca.edu
cell (925) 555-5555

123 - 21st Ave, Apt B
San Francisco, CA 94118

DATE

Harry C. Belafonte
Belafonte, Sinatra & Cole
1234 – 12th Street, 2nd Floor
San Francisco, CA 94103

Re: Summer Legal Intern position

Dear Mr. Belafonte:

I am a first year student at the University of San Francisco School of Law and I am interested in a summer internship with your firm. Your firm is appealing to me due to its focus on business and civil litigation. With my economics degree and my experience working in small businesses, I am interested in employment with a firm that represents the interests of entrepreneurs and business owners.

My strong work ethic, organizational skills, and strength in legal research and writing are assets that I can bring to your firm. I am a hard working individual, with the ability to multi-task and work well under pressure. As an undergraduate, I maintained a high GPA while attending school full time, working 20 hours a week at a fast-paced restaurant at night, and taking leadership roles in extra-curricular activities. As a result of juggling multiple commitments, I have developed excellent organizational skills, which enables me to keep track of assignments and prioritize my workload. In my leadership position as a National Peer Coach, I planned daily cultural events, as well as individual and group meetings with my students. Finally, I have excelled in legal research and writing as a first year law student, as evidenced by my award for Best Moot Court Brief.

Thank you for taking the time to consider me for the legal intern position. I have enclosed my resume for your consideration, and I can be reached at (925) 285-5389.

Sincerely yours,

Sasha B. Cohen

Enclosure

SAMPLE COVER LETTER - 1L: NO PREVIOUS LEGAL EXPERIENCE

Lebraun M. Lowry

123 Noel St. • San Francisco, CA 94118
Cell: (707) 555-5555 • lebraunlowry@gmail.com

DATE

Tim Eichenberg
Chief Counsel
San Francisco Bay Conservation & Development Commission
50 California Street, 26th Floor
San Francisco, CA 94117

RE: Summer Legal Internship

Dear Mr. Eichenberg:

I am a first year law student at the University of San Francisco School of Law interested in environmental law. Please accept my resume for a legal intern position at the Bay Conservation and Development Commission (BCDC) for Summer 20XX. From my work in the Siskiyou Wilderness, I have seen first-hand how pollution is threatening our water. Working at the BCDC will be an opportunity for me to help protect our state's valuable coastal areas while assisting your office with California's governmental permitting processes.

With knowledge of environmental issues, a "roll up your sleeves" work ethic and strong legal research and writing skills, I can contribute immediately to BCDC. From my wilderness work with AmeriCorps, I learned the value of hard work while creating new trails and maintaining old ones. Our team would spend 10 – 12 hours a day shoveling out a path, clearing bushes and trees, and bringing the debris down the mountain. To encourage our team, I took on a leadership role, maintaining a positive attitude while heading off potential conflicts. I am no stranger to putting in long hours to complete my projects and I applied this work ethic to my legal studies. I received a CALI award for Excellence in Torts which provides me a knowledge base for environmental tort litigation.

Thank you for your consideration and I look forward to hearing from you. I can be reached at (707) 555-5555 or at lebraunlowry@gmail.com for an interview at your convenience.

Sincerely yours,

Lebraun M. Lowry

Enclosure

SAMPLE COVER LETTER - IL: NO PREVIOUS LEGAL EXPERIENCE

Mr. Raja Singh

500 McAllister Street # 222 ♦ San Francisco, CA 94118

(415) 555-1435 ♦ rlsingh@gmail.com

DATE

Keisha Michaels
Hiring Attorney
Chen, Bryce & Dajani, LLP
301 Montgomery Street, Suite 300
San Francisco, CA 94103

RE: Summer 2011 Law Clerk Position

Dear Ms. Michaels:

I am writing to apply for the Summer Law Clerk position with Chen, Bryce & Dajani, LLP that was posted on Craigslist.com on September 20, 2010. As a first year law student at the University of San Francisco School of Law, I aspire to become an employment law litigator. After researching and reviewing your firm's profile, your specialization in employment discrimination is of immense interest to me because of my background in human resources.

With my employment experience as a former Human Resources Assistant, and my excellent customer service skills, I will be a strong asset to your firm. During college, I worked for Macy's, Inc. in the Human Resources Department while attending school full-time. In my capacity as a Human Resources Assistant, I reviewed employee complaints, gathered pertinent facts regarding concerns or disputes, and wrote summary reports for my supervisor, who then pursued the appropriate action. Working with diverse employees to help resolve their problems and have their voices heard sparked my interest in employment law. Additionally, I developed my customer service skills and ability to assist people from all walks of life during my position as a Starbucks Barista. In that fast-paced environment serving demanding customers, I learned quickly how to multi-task, address customer needs, and maintain a positive attitude.

Based on my background in the employment arena, experience working with a wide array of people, and honed advocacy skills, I am ready to contribute to your firm. As requested, I have included my resume for your review. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Mr. Raja Singh

Enclosure

SAMPLE COVER LETTER - 1L: PUBLIC INTEREST CRIM LAW

Brent J. Folger

330 Parker Street • San Francisco, CA 94118 • Cell 415.444.1234 • bfolger@gmail.com

DATE

Martha Green
California Appellate Project
101 Second Street, Suite 600
San Francisco, CA 94105

RE: Summer Internship with California Appellate Project

Dear Ms. Green:

I am a first year student at University of San Francisco School of Law with an interest in criminal defense and habeas corpus proceedings. In particular, I am interested in working with indigent prisoners facing the death penalty and given the recent rulings on death penalty cases, now is a critical time to assist. With my interest, experience, and dedication, I can make a strong contribution to the California Appellate Project (CAP).

My strong writing skills, conciseness, and ability to quickly compute facts and rules into law are attributes I can bring to CAP. At the American Civil Liberties Union of Idaho, I read letter complaints from Idaho inmates, analyzed the letters, and prepared summary briefs of each letter. I then orally presented the summaries to staff attorneys and drafted correspondence according to their instructions. The process taught me how to spot issues, articulate legal arguments, and exposed me to the social realities of our legal system. Through the rigor of law school, I have learned critical time management and organizational skills and improved my writing skills. Lastly, my diligence, public service background, and hard work can contribute to your team.

Thank you for your consideration and I look forward to a future discussions. I will call and follow up with you next week.

Sincerely,

Brent J. Folger

Enclosure

**SAMPLE COVER LETTER - 2L: STUDENT WITH PUBLIC INTEREST EXPERIENCE
APPLYING TO A LAW FIRM**

LINDA D. MAYSFIELD

430 – 8th Avenue • San Francisco, CA 94117 • cell (415) 555-8888
ldmayfield@usfca.edu

DATE

Cindy Lewis
Abbott, Blake & Caldwell
Two Embarcadero Center, 27th Floor
San Francisco, CA 94105

Dear Ms. Lewis:

I am a second-year law student at the University of San Francisco School of Law, and I am applying for a summer associate position with Abbott, Blake & Caldwell. Your firm's international commercial practice attracts me. The combination of my undergraduate degree in business and work experience in the international field provides me with a unique ability to contribute to Abbott's international practice group, as well as corporate and business practice areas.

My strong legal research, writing, and advocacy skills, along with my understanding of business issues, make me a good match for Abbott, Blake & Caldwell. This summer, I applied and refined my legal research and writing skills while working for the Institute for Human Rights at the University of Central America in El Salvador. This program involved legal research and writing focused on immigration law and international law and I quickly gained the necessary knowledge to draft a paper on policy reform. Additionally, as a volunteer for the Aging Commission, I have advocated on behalf of senior citizens denied their medical benefits. My persistent efforts resulted in four of my elderly clients receiving benefits after numerous phone calls and letters to pertinent parties. Lastly, my undergraduate degree in business administration which included coursework in accounting, business regulations, international commerce, and strategic planning, allows me to understand and analyze the issues facing business clients.

Thank you for your consideration. I look forward to meeting with you to discuss how my qualifications are of benefit to Abbott, Blake & Caldwell and can be reached at (415) 555-8888.

Sincerely,

Linda D. Mayfield

Enclosure

SAMPLE COVER LETTER - 2L: SUMMER ASSOCIATE POSITION

AMY L. LEUNG

3333 – 34th Avenue ◦ San Francisco, CA 94118

Cell: (415) 555-7775 ◦ leung_amy@yahoo.com

DATE

Karen Flowers
Calvin & Klein, LLP
130 Sutter Street, 5th Floor
San Francisco, CA 94104

Dear Ms. Flowers:

While discussing summer opportunities with my friend John Hancock, I became particularly interested in working for Calvin & Klein, LLP. John spoke highly of Mr. George Calvin, the firm's specialization in business law, and its growing Asia practice. He suggested I contact you given my fluency in Chinese and my previous business experience. I am currently a second year student at the University of San Francisco School of Law, interested in a summer associate position at your firm.

With my practical work experience and my interest in Asia, I can immediately contribute to your firm. My interest in business law influenced my decision to study law. As a product assistant at Nexus Software, I often worked with the legal department on regulatory compliance when shipping our products overseas to India, China, and Europe. Additionally, I gained working knowledge of consumer data privacy laws and e-commerce regulations when we launched a new product that required the gathering and distribution of personal information. My dedication to business law is further demonstrated by my focus on business courses and my leadership as the Co-Chair of the Business Law Association.

My corporate experience and legal coursework, combined with my enthusiastic work attitude and strong work ethic, would benefit Calvin & Klein. I look forward to discussing my qualifications with you further and can be reached at (415) 555-7775 for an interview. Thank you for your consideration.

Sincerely,

Amy L. Leung

Enclosure

SAMPLE COVER LETTER - 2L: RESPONDING TO A JOB POSTING THROUGH OCP

SUZANNE LISA BRADLEY

SCHOOL: 123 Fell Street # 321 ▪ San Francisco, CA 94115 ▪ sbradley@gmail.com ▪ cell: (818) 555-5555
PERMANENT: 4444 South Wilshire Blvd ▪ Los Angeles, CA 90014 ▪ home: (213) 555-1818

DATE

Cameron Chin
Bailey, Bixby and Brown
5678 Main Street, Suite 100
Los Angeles, CA 92701

Dear Mr. Chin:

I am writing in response to the summer associate position I learned of through my law school's Office of Career Planning. I recently read about your firm and the successful conclusion of your class action suit against the City and County of San Diego. Currently, I am a second year student at the University of San Francisco School of Law with practical work experience in employment law and a passion for employment discrimination cases in particular. Born and raised in Southern California, I am eager to return during the summer and after graduation.

After researching and writing numerous papers regarding unique issues for my employment law class, I put my education to practical use as a summer clerk with the Employment Law Center. I drafted an appellate brief on the Americans with Disabilities Act (ADA) that was argued and held in our favor. My class work, coupled with my success at the Employment Law Center, resulted in my professor offering me a research assistant position for a discrimination suit he is handling. I am confident that the education, skills, and experience that I have gained in employment law in general, and ADA and discrimination law in particular, will allow me to make a significant contribution to Bailey, Bixby and Brown.

I plan to be in Los Angeles from December 15, 20XX through January 6, 20XX. I would like to meet with you during my visit, if your schedule permits. I will contact you next week to follow-up. Thank you for your consideration.

Sincerely,

Suzanne Lisa Bradley

Enclosure

SAMPLE COVER LETTER – 2L: WITH REFERRAL SOURCE

JASON DeVALERIO

222 Fulton Street # 4 • San Francisco, CA 94115 • jdevalerio@gmail.com • cell (415) 555-9999

DATE

John McAllister
McAllister, Dumbarton & Smith
One Embarcadero Center, Sixth Floor
San Francisco, CA 94105

Dear Mr. McAllister:

After talking to Douglas Barry at the National Center for Youth Law about my interest in child advocacy, he suggested I contact you about possible summer employment. I am currently a second year student at the University of San Francisco School of Law (USF) and I plan to focus my studies on family law in general and child adoption issues in particular.

Mr. Barry mentioned that you seek out summer clerks who are self-starters and passionate about client advocacy. Being a “self-starter” appropriately describes my background and work style. As a Resident Hall Advisor at Duke University, I had sole responsibility for structuring the disciplinary system for my students and supervising their activities. In this capacity, the university upheld and respected my disciplinary decisions. Additionally, as a counselor at Camp Colorado, I worked with, counseled, and developed programs for abused and neglected children. This work inspired me to devote my legal education to fight for children’s rights.

In addition to taking the core courses and several electives in family law, I am currently a certified law student at USF’s Child Advocacy Clinic where I have worked on both new and ongoing dependency cases, representing children of all ages. Each case has required something slightly different, requiring me to be flexible and to adapt quickly to changing circumstances. Specifically, I dealt with the deportation of a minor’s mother, represented a minor whose mother’s severe mental health issues were a major obstacle to his return to her custody, and drafted a motion in opposition to a minor’s return. This experience has sharpened both my oral and written advocacy skills and has strengthened my resolve in working with children.

My counseling and advocacy skills gained from the Child Advocacy Clinic, coupled with my legal education will allow me to make a valuable contribution to your firm. I would appreciate the opportunity to meet with you and will call you next week. Thank you for your consideration.

Sincerely,

Jason DeValerio

Enclosure

SAMPLE COVER LETTER - 3L: PUBLIC SECTOR / GOVT

Eunice Nguyen

26 Any Street #106 • San Francisco, CA 94117
eurimchun@yahoo.com • (415) 555-5678

DATE

Andrea Advocate
Office of the City Attorney
151 West Mission Street
San Jose, CA 95110

Dear Ms. Advocate:

As a third year student at the University of San Francisco School of Law, I am interested in the Staff Attorney position at the San Jose City Attorney's Office post-graduation. Having grown up in San Jose, I am moving back home to the San Jose area after the bar exam. My recent experience at the San Mateo County Counsel's office has given me an understanding of the issues faced by cities and counties and familiarized me with the workings of county government, which I can put to immediate use for San Jose. I would be honored to provide my legal experience and education to your office and the community in which I was raised.

With my long-term desire to be a litigator in the public service, I purposely gained practical experience in civil litigation, and focused my course work on trial practice and procedure and alternative dispute resolution. As a summer associate at Laitley & Laitley, I drafted an appellate brief on the application of the Family and Medical Leave Act to public employees. As a result of my strong legal research and writing skills, the partners gave me increasing responsibility and tasked me with drafting a response to a motion for summary judgment. To further develop experience in trial law, I enrolled in Trial Practice which entails conducting a full mock trial by the end of the semester. With my strong work ethic, my sense of public duty, and my ties to the community, I can bring my diverse background, Vietnamese language skills, and cultural sensitivity to the City of San Jose.

I visit San Jose regularly and would like to meet with you to discuss opportunities in your office. I will contact you next week to arrange a convenient time for us to meet. Thank you for your time and consideration.

Sincerely yours,

Eunice Nguyen

Enclosure

RECENT GRADUATE / ATTORNEY: RESPONDING TO A BLIND LISTING

GLEN T. KNOWLES

1414 Bay Street # 45 ◦ San Francisco, CA 94127 ◦ glen.knowles@gmail.com
(415) 555-1414

DATE

Box #1234
The Recorder
625 Polk Street, Suite 500
San Francisco, CA 94102

Dear Sir/Madam:

I am responding to the contract attorney position advertised in the December 15, 20XX edition of *The Recorder*. As a newly licensed attorney and a graduate from the University of San Francisco School of Law, I am interested in the areas of real estate, business law, and civil litigation.

After reading the job description and qualifications for the position, my background in both commercial litigation and real estate are a strong match for your firm. With my practical legal experience and my background in business and real estate, I can make an immediate contribution. As a summer associate with Appleby, Chew and Lin, a business litigation firm, I drafted pleadings, discovery motions, and responses. I deepened my knowledge of real estate law by taking advanced courses and co-authoring a paper on commercial real estate transactions. Additionally, as an office assistant in a commercial interior products business, I worked closely with real estate developers providing administrative support for projects to their successful conclusion, and gained exposure to the legal aspects of the business.

As for salary requirements, I contacted my law school career services office for research and learned that competitive salaries in the Bay Area for attorneys with my experience are in the \$70,000 to \$90,000 range. If selected for an interview, I will be happy to discuss salary range upon learning more about the position, the firm, billable hour requirements, benefits and advancement opportunities. While a fair salary is important to me, I am more concerned with joining a firm with growth potential and the opportunity to take on more responsibility.

I can be reached at (415) 555-1414 and look forward to hearing from you. Thank you for your time and consideration.

Best regards,

Glen T. Knowles

Enclosure

RECENT GRAD LETTER: RESPONDING TO DETAILED JOB POSTING

PEDRO CASTELLANO

454 Brisbane Avenue • Berkeley, CA 94704 • (510) 555-5000 • pcastellano@yahoo.com

DATE

Isabel Jacobs
Senior Corporate Counsel
Lenar & Jacobs LLP
7000 Marina Blvd.
Alameda, CA 94502

RE: Associate Attorney position

Dear Ms. Jacobs:

As recent graduate of the University of San Francisco School of Law, I am currently awaiting bar results and am seeking a position at a firm focusing on business law and technology. I came to law school because of my interest in Cyber Law and to study the nexus where the Internet, commerce, privacy, and intellectual property meet.

With five years of experience with web companies, I can bring to Lenar & Jacobs the following skills:

- *Writing and Analytical Ability:* Drafted two successful oppositions to motions to dismiss in a current class action lawsuit. Wrote and edited policy articles for the California Reinvestment Coalition. Developed a rapidly growing Web community primarily through online message boards.
- *Privacy and Regulatory Compliance Experience:* Drafted Terms of Use and Privacy Policy for two Internet companies. Collaborated with the Federal Trade Commission and developed company policies on compliance with the Children's Online Privacy and Protection Act.
- *Website Copy Drafting and Excellent Judgment:* Designed, built and maintained website for Spanish and English language television news stations. Made quick judgments about appropriateness of content on a daily basis.
- *Strong Communication and Organizational Ability:* Managed interaction with technology partner companies to further strategic development. Handled client relationships and oversaw interactions between employees and clients, ensuring timely and attentive service.
- *Problem Solver and Self-Starter:* Investigated and lobbied for the inclusion on our website of new technology applications and new sources of content and revenue. Natural inclination to test for quality assurance drives me to implement ways to improve usability and efficiency.

Thank you for your consideration. I look forward to expanding upon my qualifications and I will call to follow up shortly. Additionally, you can reach me at (510) 555-5000.

Sincerely yours,

Pedro Castellano

Enclosure

OTHER CORRESPONDENCE: JOB PROSPECTING LETTER

JOSE SANTOS

144 Turk Street # 321 ▪ San Francisco, CA 94117 ▪ jsantos@gmail.com ▪ cell: (415) 222-3333

DATE

Carol Knight
Parker, Hayes & Turk PC
123 Fourth Street
Los Angeles, CA 92701

Dear Ms. Knight:

I am writing to inquire about a law clerk opportunity with your office this summer. I am a second year law student at the University of San Francisco School of Law with a strong interest in estate planning law. Having recently read about your practice in the *California Lawyer*, I am intrigued by your preeminence in the estate planning field in Los Angeles. I would greatly appreciate an opportunity to work with you this summer. I grew up in Southern California and plan to practice there upon graduation.

My interest in estate planning law grew after taking Wills & Trusts. Our professor provided us with the opportunity to draft trust documents and wills for imaginary clients. The estate planning scenarios he created, complete with fact patterns including family turmoil and issues likely to occur in real life, made this area of law come alive for me. With my desire to help people in need and develop long-term relationships with clients, estate planning seems like a good match for my skills and interests.

Lastly, I am building my legal base of knowledge in Trusts & Estates Law through coursework. I am currently enrolled in Tax Law and will be taking an Advanced Estate Planning course in the Spring. Also, I am Co-Chair of the Estate Planning Society, and look forward to planning professional development programs for similarly interested students.

I plan to be in Los Angeles from December 15, 20XX through January 3, 20XX for my holiday break. I would welcome an opportunity to meet with you during my visit, if your schedule permits. Attached, please find my resume for your review. I will contact you next week to follow-up. Thank you for your consideration.

Sincerely,

Jose Santos

Enclosure

OTHER CORRESPONDENCE: THANK YOU LETTER - AFTER JOB INTERVIEW

JASON DeVALERIO

222 Fulton Street # 4 • San Francisco, CA 94115 • jdevalerio@gmail.com • cell (415) 555-9999

DATE

John McAllister
McAllister, Dumbarton & Smith
One Embarcadero Center, Sixth Floor
San Francisco, CA 94105

Dear Mr. McAllister:

I enjoyed meeting you and James Dumbarton yesterday regarding the possibility of a summer associate position at McAllister, Dumbarton & Smith. After the interview, I left more convinced that your firm is the place for me. Your description of your growing family law practice and the firm's desire to expand into adoption law is exciting to me as I am committed to a career in this field.

With my current experience representing children at my law school's Child Advocacy Clinic, my coursework in family law and my enthusiasm for the field, I am a strong fit for your firm. Again, I wish to reiterate my interest and look forward to hearing from you soon. Please let Mr. Dumbarton know that I enjoyed meeting him and learning about his unusual career path and our mutual passion for photography.

Additionally, as requested, I have enclosed a second writing sample, consisting of a motion I drafted and filed with the San Francisco Superior Court on behalf of a Child Advocacy Clinic client. Thank you for your time.

Best regards,

Jason DeValerio

Enclosure

OTHER CORRESPONDENCE: REQUEST FOR INFORMATIONAL INTERVIEW

JASON DeVALERIO

222 Fulton Street # 4 • San Francisco, CA 94115 • jdevalerio@gmail.com • cell (415) 555-9999

DATE

Cassie Chattenberg
Sonora, Martin and Healdsburg, LLP
400 Sutter Street, Fifth Floor
San Francisco, CA 94104

Dear Ms. Chattenberg:

I obtained your name through the University of San Francisco School of Law's Office of Career Planning as you had indicated your willingness to be contacted by students for informational interviews regarding your practice area. I was excited to find an alum practicing Child Advocacy law for the City and County of San Francisco, as this is a field in which I wish to establish my career.

If you have the time, I would appreciate meeting with you in person or talking via telephone for about 30 minutes so that I could ask you questions about your career path and obtain advice on how to enter this field. I would be honored to take you out for coffee if time allows.

Thank you in advance for any assistance you can provide me. I will call you next week to follow-up. In the meantime, should you wish to contact me, I can be reached at (415) 555-9999 or jdevalerio@gmail.com.

Best regards,

Jason DeValerio

OTHER CORRESPONDENCE: THANK YOU LETTER – AFTER INFORMATIONAL INTERVIEW

Cheryl Z. Morris

123 - 22nd Street #15 • San Francisco, CA 94114 • czmorris@usfca.edu • cell (415) 123-4567

DATE

Loren Markwick
Press, Nolo & Copperfield LLP
555 California Street, Suite 1200
San Francisco, CA 94111

Dear Mr. Markwick:

Thank you for taking the time to meet with me yesterday to share your experience as a Labor & Employment attorney. Learning about how you entered the field, and the steps you have taken since then to establish yourself as a leader in the practice area was very inspiring.

I also appreciated your suggestions for my resume and course selection. I look forward to registering for additional labor courses in the spring semester, and to becoming more active in student groups. After our meeting, I volunteered to chair an upcoming networking event for the *USF Maritime Law Journal*. Per your suggestion, I will contact your former colleague, Rachel Santo, next week about a possible summer position at her firm. Lastly, I have joined LinkedIn.com and look forward to connecting with you and other Labor & Employment attorneys in the groups you recommended.

Thank you again for your time and your insight. Per your request, I have attached my resume and I appreciate your offer to keep me in mind should an opportunity arise that might fit well with my skills. I look forward to keeping in touch with you as I begin my career as a Labor & Employment attorney.

Best regards,

Cheryl Z. Morris

Enclosure

OTHER CORRESPONDENCE: SAMPLE ACCEPTANCE LETTER

JASON DeVALERIO

222 Fulton Street # 4 • San Francisco, CA 94115 • jdevalerio@gmail.com • cell (415) 555-9999

DATE

John McAllister
McAllister, Dumbarton & Smith
One Embarcadero Center, Sixth Floor
San Francisco, CA 94105

Dear Mr. McAllister:

Thank you for your phone call and offer of employment for Summer 20XX. I received the offer letter yesterday and after reviewing it, I am honored to accept the position as a summer law clerk. The signed offer letter is enclosed. I am confident that my passion for family law will translate into a positive impact on the firm and its clients.

Again, thank you for this opportunity and I am looking forward to joining McAllister, Dumbarton & Smith in May. In the meantime, should there be any upcoming law firm or social events, please keep me in mind as I would be happy to attend to get to know more of the attorneys.

Sincerely yours,

Jason DeValerio

Enclosure