



PACE LAW SCHOOL
P A C E U N I V E R S I T Y

SAMPLE COVER LETTERS & OTHER CORRESPONDENCE

**The Center for Career and Professional Development
Second Floor, Aloysia Hall, Room 207
Phone: (914) 422-4217
Fax: (914) 422-4243**

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The cover letter that you submit with your resume establishes your reasons for applying to a particular position and interests the reader in your application. It has become more common for employers to accept cover letters and resumes by email. Check Symplicity or the employer's website to see what format the employer prefers to receive legal job applications. **You should always defer to the employer's format and submission requirements.** If no information is available online, contact the CCPD. Some firms also have on-line applications on their websites.

If you are sending your resume and cover letter via email:

- Send them as .PDF attachments, rather than as Word attachments. With Word versions, the formatting may not be captured and (even worse) corrections may be visible;
- Signature should be your name typed in italics;
- Cover Letters and resumes should be saved using your full name, i.e. John Smith Cover Letter, John Smith Resume; and
- Take all precautions to make sure that you input the proper addressee and that the email is carefully proofread and spell-checked.

If a firm requests that the application be sent by fax or mail, then do so and do not email your materials. Using business letter format, print letters on standard 8.5" x 11" bond stationery (white or ivory; avoid gray or other dark colors). Sign each letter. Matching No. 10 envelopes are the preferred type to use in sending your application materials. However, since some employers request materials in addition to a resume and cover letter, larger manila envelopes are also acceptable. Addresses on envelopes and labels should ALWAYS be typewritten.

CONTENT

Every letter should be personalized to introduce what is unique in your background as effectively as possible to a prospective employer. Make sure that names are spelled correctly and addresses are accurate. **Your resume and cover letter should look like a matching set of stationary, using the same name and contact information block that you use on your resume for all other letters to employers.** Although it is always worth a call to try to get the name of the person you need to write, in certain organizations, particularly in government, you may not be able to find out a name or you may be instructed to direct your letter to a generic position like Hiring Counsel or Hiring Coordinator.

The **content should be** clear and straightforward:

- Let the employer know why you are writing;
- Where you learned of the position (if applying to a specific job lead);
- Why you are interested in the firm or organization;

- Demonstrate how your skills and background make you well-suited for the position;
- Provide examples of relevant experience and skills; and
- That you are eager for the opportunity to interview.

The content should not just recite what is in your resume. The tone of the letter should be enthusiastic but professional; you should never use an exclamation point in a cover letter. Convince the reader to review your resume and grant you an interview. The cover letter is not a place to tell an employer what you want from them; focus on what you can bring to the employer. State not what the employer can do for you, but what you can do for the employer.

SAMPLES

The following samples are intended to serve as guidelines only. While the format of the letter should follow the standard business letter format, the actual style and content of a cover letter must be spontaneous and clearly your own to be most effective. **DO NOT COPY THESE SAMPLES WORD FOR WORD.** Students who are writing to public interest employers should note that their cover letters might be longer and more detailed than those written to other types of organizations. The counselors in the CCPD will gladly review your cover letters.

COVER LETTER GUIDE⁴

Name²
Street Address, City, State Zip
Phone Number | email@address.com

Date

Recipient's Name, Esq. (if an attorney)
Title (if other than attorney)
Firm or Company Name
Street Address
City, State Zip

RE: State Position You Are Applying For

Dear Mr./Ms./Judge _____:

State the purpose of the letter and type of the position for which you are applying.³ If someone has recommended you for the position, mention that person's name,⁴ or if you have a connection to the reader (went to the same college or law school, or saw the person speak at a panel program). Describe how you learned of the position (e.g. Symplicity posting, advertisement, etc.).

Tell the reader why you are interested in the position. What is it about this specific employer that interests you? Try to be as specific as possible and include the employer's name and the job title you are applying to in the body of the paragraph. Describe your relevant qualifications for the position. Emphasize experience gained during internships, summer jobs, or in a prior career. Demonstrate to the employer that you have the requisite skills for the position, including legal research, writing and analysis, strong organizational skills, client skills, and/or the substantive background for the position. [It is important to carefully consider the qualifications sought in the job description and to make sure that your letter reflects how you have those qualities]. If you have taken relevant courses during law school (or otherwise), you may want to include that here. Show how you would add value to the employer. NB: the point of this paragraph is to convey how you would be a great fit for the employer. Do not simply recite what is in your resume.

Close by expressing your desire for an interview and thank the recipient for his or her consideration of your application. Refer to the enclosed resume and any other materials (transcript, references or writing sample) you have included for review.

Very truly yours,

(Signature)⁵
Typed name

Enclosure⁶

⁴ Always use the same font as in your resume and other application materials.

² Use the same header in your cover letter as you use on your resume so that your resume and cover letter look like they are a matching set of stationary.

³ Do not start the letter with "My name is" Your name is in the header and you sign the letter, making it obvious from whom it was sent.

⁴ If you mention that you are writing at the suggestion of another person, show that you are sending a copy of the letter to that person by adding a cc: (showing that person's name). This is a courtesy to the person whose name you are using and adds to your credibility with the recipient.

⁵ Sign only if you are submitting by mail or fax. If you are submitting by email, type your name in italics.

⁶ Whenever you enclose your resume or anything else, always note "Enclosure" on the bottom left of the letter; "Enclosures" if you are enclosing more than one item (e.g. resume, transcript, and writing sample).

SAMPLE 1L COVER LETTER: LAW FIRM; NO PRIOR LEGAL EXPERIENCE

Greg Butters

1413 Maywood Lane, White Plains, NY 43211 ▪ (914) 444-4444 ▪ gbutters@law.pace.edu

Date

Ally Berg, Esq.
Cage & Fish, LLP
1311 West Broad Street
Yonkers, NY 43212

RE: Summer Law Clerk Position

Dear Ms. Berg:

As a first-year student at Pace University School of Law, I am very interested in a summer law clerk position with Cage & Fish, LLP. Cage & Fish is appealing to me due to its focus on trusts and estates law. Given my undergraduate degree in mathematics and my experience working with math and statistics, I believe I am a strong candidate for Cage & Fish's Trusts & Estates and Tax practice groups.⁷

My background in math, strength in legal research and writing and organizational skills are assets that I can bring to Cage & Fish. I believe that I could contribute meaningfully to Cage & Fish's Trusts & Estates and Tax practice groups, as I have experience with math and statistics – highly relevant to today's trusts and estates and tax practices – having served as a college statistics Teaching Assistant and as a math and statistics tutor for high school and college students. Additionally, I have developed strong legal research and writing skills during my first year of law school in my Legal Research and Writing course. I will apply and further develop these skills when assisting with the drafting of estate planning documents and client correspondence. Finally, 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 part-time at a fast-paced restaurant and taking leadership roles in extra-curricular activities. As a result, I have developed excellent organizational skills, which enables me to keep track of assignments and prioritize my workload. I am confident I would thrive as a law clerk in Cage & Fish's high-volume, detail-focused Trusts & Estates and Tax practice groups.

I would welcome the opportunity to discuss a summer law clerk position with you in further detail and may be contacted at the phone number and email referenced above. I have enclosed my resume for your review.⁸ Thank you for your consideration. I look forward to hearing from you.

Very truly yours,

Greg Butters

Enclosure

⁷ Try to make a connection with the position, i.e. demonstrate how your undergraduate studies are relevant or how you could apply experience gained from your college summer job.

⁸ Only enclose requested materials, i.e. if a writing sample was not requested, do not include one.

SAMPLE 1L COVER LETTER: PUBLIC INTEREST; NO PRIOR LEGAL EXPERIENCE

Christina Y. Ellington

1413 Maywood Lane
White Plains, NY 43211
(914) 444-4444
cellington@gmail.com

Date

Jane Buechner, Esq.
Legal Services for Children
40 W. 43rd Street
New York, NY 10036

RE: Summer Internship

Dear Ms. Buechner:

I am a first-year student at Pace University School of Law and am writing to express my interest in a summer internship at Legal Services for Children. I am especially committed to advocating on behalf of children, whose interests, my experience has taught me, are all too often overlooked. It would be a privilege to join in your organization's work.

I believe my demonstrated commitment to children's advocacy and my law school experience will allow me to make a valuable contribution to Legal Services for Children as a summer intern. For the past two years, through the East Harlem Tutorial Program, I have served as a college mentor to low-income East Harlem high school seniors at risk of not graduating from high school. Each year I counsel a high school senior through the entire college application process, ensuring that the student successfully applies to college, finds financial aid, and chooses the school that is best suited for his needs. This often involves coordinating with the student's high school counselors, teachers and/or parents to monitor the student's academics and application status. I also advocate directly for the student by calling admissions offices at the student's top schools and discussing the strengths of the student's application. In addition, I have gained strong legal research and writing skills through my first year Legal Skills course. In this course I conducted thorough research on a designated criminal law issue and drafted various legal briefs, analyzing and applying my research findings. At the conclusion of the course, I presented my arguments before a judge in a moot court competition, placing seventh out of 160 students. My skills in working with children, coupled with my ability to think and write analytically, will enable me to make substantial contributions as an intern at Legal Services for Children.

I have enclosed my resume for your review and would welcome the opportunity to discuss internship opportunities with you. I may be contacted at the phone number and email referenced above. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Christina Y. Ellington

Enclosure

SAMPLE 1L/2L COVER LETTER: GOVERNMENT

JESSICA JONES

500 North Broadway, Apt. 703, White Plains, NY 10602 • (917) 324-0009 • jjones@law.pace.edu

Date

Office of the Colorado State Attorney General
1525 Sherman Street
Denver, CO 80203

RE: Summer Legal Internship

Dear Intern Coordinator:

I am writing to express my interest in a 2016 summer legal internship with the Colorado Office of the Attorney General. I am a graduate of the University of Colorado and, currently, a second-year student at Pace Law School in White Plains, New York, pursuing my law degree with a specialty certificate in environmental law. I am extremely interested in working in your Natural Resources section this summer. My resume, writing sample, and transcript are attached.

My academic training in science and environmental law and my practical internship experience in the public sector have prepared me to make a substantial contribution as a legal intern. My undergraduate course and laboratory work in biology, along with my current law school courses on land use and environmental law have generated my interest in, and a framework for understanding, the environmental matters handled by the Natural Resources section's Federal Interstate Water and State and Land Trusts units. Additionally, through my undergraduate internship at Western Resource Advocates, an environmental advocacy organization dedicated to protecting Colorado's natural resources, I learned about environmental law and policy by researching the environmental impact of proposed commercial projects and preparing comments to a draft environmental impact statement. This coming spring I will be volunteering with the Energy & Environment Committee of the Westchester County Legislature. There, I will gain insight into local government's role in implementing and enforcing environmental regulations, perform legal and factual research, and attend policy meetings between legislators, state and local regulators, and community members. I would be thrilled to apply these experiences and to continue to serve the public by protecting our natural resources as a summer intern in your office.

Along with my dedication to environmental protection, I will bring to your office strong research, writing and editing skills, honed through my coursework, my internships, and my work as a research assistant to Pace Law Professor David Rames. Finally, as an avid hiker and skier, I am excited about returning to Colorado's incredible landscape and am passionate about protecting Colorado's natural resources and wilderness.

I would welcome the opportunity to meet with you to discuss my qualifications and a summer internship further. Thank you for considering my application.

Sincerely,

Jessica Jones

Attachments

SAMPLE 1L/2L COVER LETTER: SUMMER JUDICIAL INTERNSHIP

MARY BAILEY

111 North Broadway
White Plains, NY 10603
(914) 444-4444
baileymary@hotmail.com

Date

Honorable Edward Simpson
United States Magistrate Judge
United States Courthouse
777 Quarropas Street, Room 444
White Plains, NY 11111

RE: Summer Judicial Internship

Dear Judge Simpson:

I am a first-year student at Pace University School of Law and am writing to express my interest in a judicial internship in your chambers for this summer. Enclosed please find my resume and writing sample.

[In addition to discussing your general qualifications/experience, you should note any exceptional, specific reasons for applying to this particular judge or court. You may also want to emphasize any particular skills or work experience that you could offer, or describe relevant experience from your resume in greater detail. Judges are looking for students with strong research and writing skills. If you have a tie to the geographical location of the internship that is not otherwise evident from your application materials, you should state it here.]

I would welcome the opportunity to meet with you at your convenience to further discuss an internship in your chambers. Please let me know if I can provide you with any additional information. I can be reached at (914) 444-1122 and baileymary@hotmail.com. Thank you for your consideration.

⁹
Respectfully yours,

(Signature)
Mary Bailey

Enclosures

⁹ It is customary to sign letters to judges with "Respectfully," "Respectfully yours," or "Respectfully submitted."

SAMPLE 2L COVER LETTER: LAW FIRM/SUMMER ASSOCIATE

KATIE CLARK

444 E. 75th Street, Apt. 4C
New York, NY 10071
(917) 444-4444
kclark3@law.pace.edu

Date

Brian T. Smith, Esq.
Hiring Partner
Reed Jones & Jacobs LLP
1 North Lexington Avenue
White Plains, NY 10601

RE: Summer Associate Position

Dear Mr. Smith,

I am writing to express my interest in a summer associate position at Reed Jones & Jacobs LLP. I am currently entering my second year of study at Pace University School of Law. Additionally, I am a member of PACE LAW REVIEW and participant in the Pace Federal Judicial Honors Program.¹⁰

I believe that my professional and academic experience have provided me with the ability to effectively contribute to Reed Jones as a summer associate. While interning this summer with the Kings County District Attorney's Office I had the opportunity to develop my lawyering skills. As an intern, I aided office prosecutions by researching applicable statutory and case law to draft memoranda analyzing issues of attempted murder, gun possession and arrest. In addition, I drafted briefs in support of motions in limine and motions to suppress. I also conducted witness preparation, drafted an opening statement and closing argument and created a chain of custody for admission of evidence. As a member of Reed Jones's summer associate program, I will use these practical skills and enhance them by embracing the challenges that arise.

Additionally, through my intensive Legal Skills course, I have developed strong legal research and writing skills and have learned the importance of concise communication. Being competitively selected to write for the PACE LAW REVIEW is a testament to the quality of my legal research and writing skills. Moreover, as a participant in the Federal Judicial Honors Program, I will enhance my legal research and drafting skills through academic training in an advanced legal writing course and practical experience as an intern in the chambers of a federal judge. My studies have taught me the value of hard work and dedication, and I will apply these values to my work as a summer associate at Reed Jones.

I hope to have the opportunity to discuss my experience and qualifications with you in greater detail. I have attached a copy of my resume for your reference. Thank you for your consideration.

Very truly yours,

Katie Clark

Attachment

¹⁰ Honors such as moot court or journal experience may be highlighted.

SAMPLE 2L COVER LETTER: PUBLIC INTEREST

JAMES FRANCIS

240 Mercer Street, Apt. 703
New York, New York 10012
(917) 324-0009
jfrancis@law.pace.edu

Date

Teresa Roberson, Esq.
The Defender Association
810 Third Avenue, Suite 800
New York, NY 10078

RE: Summer Internship

Dear Ms. Roberson:

I am a second-year student at Pace University School of Law and am extremely interested in interning at The Defender Association next summer. My career goal is to become a capital litigator, and I believe that my academic work and legal experience will allow me to make a positive contribution to The Defender Association this summer.

While interning at the Legal Aid Society of New York the summer before law school, I witnessed first-hand the blatant manifestations of race and class discrimination that still exist in the criminal justice system. In response, I resolved to devote my legal career to confronting the crucial nexus of race, class and state power that lies at the heart of our criminal justice system.

During my time at Pace, I have pursued classes and work experience that will prepare me for work in criminal defense. Last summer, I worked for the defense team in Eric Rudolph's capital trial, where I developed strong legal research and writing skills, culminating in my drafting a portion of a motion asserting *Brady* and Rule 16 violations. Further, my participation in Pace's Criminal Justice Clinic this year is providing me with exceptional training in client communication and oral advocacy skills. In this role, I conduct client interviews, counsel clients on case strategy and represent clients at arraignments and hearings pursuant to a student practice order. Finally, to obtain direct experience with prisoners, I am an active participant in the Prisoners' Rights Education Program. Through this program, I travel to various women's prisons in New York State and teach prisoners the legal research and writing skills they need to prepare their own appeals. As a summer intern with The Defender Association, I will apply my diverse practical experience and lawyering skills to provide effective legal assistance to the organization's indigent clients.

I have enclosed my resume, transcript and a legal writing sample for your consideration. If I can provide you with any additional information or should you wish to speak with me about my credentials in greater detail, please do not hesitate to contact me at the phone number or email address listed above. I look forward to hearing from you.

Sincerely,

James Francis

Enclosures

SAMPLE 3L COVER LETTER: UNSOLICITED REFERRAL

April McGann

222 Main Street, White Plains, NY 10607
(914) 444-4444 ▪ amcgann@law.pace.edu

Date

May Davis, Esq.
Assistant Counsel
Connecticut Fund for the Environment
1234 Chapel Street
New Haven, CT 06543

RE: Legal Associate Position

Dear Ms. Davis:

At the suggestion of Tom Snow,¹¹ I am writing to express my interest in the legal associate position at Connecticut Fund for the Environment. I enclose my resume and list of references for your review.

I am particularly interested in working for the Connecticut Fund for the Environment because of the environmental law issues it addresses, specifically its emphasis on land use and urban development. I have worked closely with several environmental non-profit organizations as well as the Environmental Law Committee of the Connecticut State Bar Association and am confident my experiences would prove beneficial to your organization. I have been actively involved in organizing community action on numerous environmental issues in Connecticut, including river conservation, the preservation of open space, and recycling. For example, while working at the Connecticut Water Alliance, a statewide environmental non-profit organization, I participated in the coordination of The Electronic Forum, a program that provided an opportunity for environmental advocates and power generation facilities to discuss solutions to concerns surrounding electric deregulation in Connecticut. As a student attorney at Pace's Environmental Litigation Clinic, I advocated on behalf of Riverkeeper in several state administrative proceedings, which required extensive legal research and writing. My policy and litigation experience have prepared me well for the different hats that I would need to wear in the legal associate position. I would be thrilled to start my career as a public advocate on environmental issues at the Connecticut Fund for the Environment.

I would welcome the opportunity to meet with you at your convenience and can be reached at the contact information referenced above. I look forward to hearing from you.

Very truly yours,

April McGann

Enclosures

cc: Tom Snow, Esq.

¹¹ If you were referred to the employer by a professor or someone else, you should carbon copy (cc) them on the letter and send them a copy of the letter.

SAMPLE 3L COVER LETTER: POST-GRADUATE JUDICIAL CLERKSHIP

MARY BAILEY

111 North Broadway, White Plains, NY 10603 | (914) 444-4444 | mbailey@gmail.com

Date

Honorable Edward Simpson
United States Magistrate Judge
United States Courthouse
777 Quarropas Street, Room 444
White Plains, NY 11111

RE: Judicial Clerkship

Dear Judge Simpson:

I am a third-year law student at Pace University School of Law, where I am ranked in the top 10% of my class and a member of the PACE INTERNATIONAL LAW REVIEW. I am writing to express my interest in a judicial clerkship in your chambers beginning in the fall 2015.

[In addition to discussing your general qualification/experience, you should note any exceptional, specific reasons for applying to this particular judge or court. You may also want to emphasize any particular skills or work experience that you could offer, or describe relevant experience from your resume in greater detail. Judges are looking for excellent legal researchers and writers. Therefore, things that you will want to include – if you are on a law review or other journal, if you are ranked high in your class, any previous experience interning for a judge, etc. If you have a tie to the geographical location of the clerkship that is not otherwise evident from your application materials, you should state it here. If you and the judge share a common alma mater, you may want to mention that as well.]

Enclosed please find my resume, undergraduate and law school transcripts, writing sample[s], and letters of recommendation from Professor Matt Groening, Professor Hank Azaria, and Harry Shearer, Esq., my supervisor at Fox, L.P.

I would welcome the opportunity to meet with you at your convenience to further discuss a clerkship in your chambers. Please let me know if I can provide you with any additional information. I may be contacted at the phone number and email referenced above. Thank you for your consideration.

Respectfully submitted,

(Signature)
Mary Bailey

Enclosures

SAMPLE 3L COVER LETTER: PUBLIC INTEREST

ALICE HAYES

79 North Broadway, Apt. 31C
White Plains, NY 10603
(914) 422-4444 ♦ ahayes@gmail.com

Date

Samantha Gonzalez, Esq.
Legal Aid Society of New York
199 Water Street
New York, NY 10038

RE: Staff Attorney Position

Dear Ms. Gonzalez,

I am a third-year student at Pace University School of Law and I am writing to express my interest in a Staff Attorney position with the New York County Criminal Defense Office of the Legal Aid Society. Given my long-standing interest and diverse experiences in criminal defense, I believe that I would be able to make a meaningful contribution to the Legal Aid Society's vigorous representation of clients.

Through my internships and clinical experience, I have developed practical lawyering skills, from client communication and trial advocacy to research and writing. This past summer I interned at The Bronx Defenders which exposed me to the issues indigent clients face when confronted with the criminal justice system and developed strong client communication and relationship-building skills. Interning with The Bronx Defenders also taught me to think quickly and act strategically when advocating for clients. Pursuant to a student practice order I represented a client at a Sandoval Hearing and successfully defeated the assistant district attorney's request to use certain unanticipated evidence to impeach the client at trial. This year, as a participant in Pace Law School's Immigration Justice Clinic, I am expanding my legal research and writing skills by drafting an amicus brief on a criminal-immigration issue and developing my trial advocacy skills by representing an immigrant domestic worker for her wage and hour claims in federal court. I believe that as a result of my practical and diverse legal experience I will be able to make an immediate and meaningful contribution as a staff attorney for the New York County Criminal Defense Office of the Legal Aid Society.

As demonstrated by my professional and clinical experience, I am passionate about defending and advocating for indigent clients. Working in criminal defense organizations with inspiring practitioners has fueled my desire to continue contributing my energy and skills in this effort. It would be an honor to join the Legal Aid Society as an attorney.

Enclosed are my resume and writing sample. I welcome the opportunity to meet with you to discuss my qualifications in greater detail. I may be contacted at the phone number and email referenced above. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

(Signature)
Alice Hayes

Enclosures

SAMPLE RECENT GRADUATE COVER LETTER: RESPONSE TO BLIND LISTING

ROBERT DAVIDSON

453 E. 168th Street, Apt. 7C, Bronx, NY 10451 | (718) 444-4444 | rdavidson@yahoo.com

Date

Susan Goldberg, Esq.
Goldberg, Fisher & Block LLP
123 Third Avenue, Suite 706
New York, NY 10010

RE: Real Estate Association Position

Dear Ms. Goldberg,

As a newly licensed New York attorney¹² and a recent graduate from Pace University School of Law, I write to express my interest in the Real Estate Associate position with Goldberg, Fisher & Block LLP. Your law firm is of immense interest to me because of its specialization in affordable housing and finance.

Given my practical legal experience in both real estate transactions and litigation, I believe I can make an immediate contribution to your firm as a Real Estate Associate. As a legal intern for Banks & Southerd LLP, I developed strong legal writing skills and a sophisticated understanding of affordable housing development and finance by drafting construction funding agreements, assumption and release agreements and leases for multifamily residential property financing transactions. In this role, I also honed my organizational skills as I was responsible for facilitating complex, multiparty closings and document deliveries. With these skills, I am confident that I will be able to effectively represent institutional lenders in affordable housing financing transactions. Additionally, pursuant to a student practice order, I represented indigent clients facing eviction and foreclosure as a student attorney for the Legal Services of the Hudson Valley. As a result, I cultivated effective client communication, negotiation and oral advocacy skills. I will apply these communication and advocacy skills when negotiating the terms and conditions of complex financing transactions. I believe my experience in affordable housing and finance as well as my strong lawyering skills make me a strong candidate for the Real Estate Associate position with Goldberg, Fisher & Block LLP.

As for salary requirements, I contacted Pace Law School's career services office for research and learned that competitive salaries in Westchester County for entry-level attorneys in a mid-sized law firm are in the \$70,000 to \$80,000 range.¹³ If selected for an interview, I would be happy to discuss this range in greater detail. While a fair salary is important to me, I am more concerned with joining a firm that will allow me to develop professionally and launch my legal career. I believe Goldberg, Fisher & Block LLP can fulfill these expectations.

Enclosed is a copy of my resume. Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Robert Davidson

Enclosure

¹² If you are awaiting bar results or have passed but have not been admitted to practice yet, you may use language such as, "As a recent graduate of Pace Law School, I am currently awaiting bar results/admission to the New York State Bar..."

¹³ Only include salary language where your salary requirement is requested.

THANK YOU EMAIL¹⁴ AFTER FIRST INTERVIEW

Dear Mr. Bloom:

Thank you for taking time from your busy schedule to meet with me yesterday¹⁵ to discuss a summer internship with Bialystock & Bloom, P.C. I appreciated your candor in discussing the firm's expectations of summer interns. The volume and complexity of the work you described sounds challenging and rewarding. I remain enthusiastic about joining your firm this summer.

As requested, I have asked Professors Rogers and Hammerstein to forward letters of recommendation separately. You will also be receiving a letter from my undergraduate advisor, Professor Steven Sondheim of Oberlin College.¹⁶

Again, I appreciate the opportunity to have met with you. If there is any further information you may require of me, please contact me at (718) 555-1211 or tanderson@law.pace.edu. I look forward to hearing from you soon.

Very truly yours,

Tommy Anderson

¹⁴ While it is more common now to send a thank you email, you may send a letter instead which would follow the same format as the cover letters.

¹⁵ It is important to send a thank you letter or email within a day or two of the interview; sending one out the day of the interview is not too early. Emails are generally acceptable unless the employer is very conservative or "old school."

¹⁶ Only include this language if references were requested.

THANK YOU EMAIL AFTER CALL-BACK INTERVIEW¹⁷

Dear Ms. Jones:

I wanted to thank you for taking time to speak with me yesterday. I really enjoyed meeting you and your colleagues and learning more about Big Law LLP/Government Office/Non-Profit Organization. Your description of the firm's employment law practice and [insert something specific you discussed, i.e. your experience representing the defendant in "X" employment case] confirmed my desire to take Employment Law next semester. Each department I observed at Big Law LLP seemed to be doing exciting work. I had a wonderful morning and remain very interested in a summer associate position with the firm.

If there is anything further you need from me, please give me a call at (914) 622-1000 or email me at csimmons@law.pace.edu. Again, thank you.

Very truly yours,

Carrie Simmons

¹⁷ It is recommended to send thank you letters or emails to each person with whom you met during a call-back interview, including the recruiting coordinator.

SAMPLE EMAIL FOR INFORMATIONAL MEETING¹⁸

Dear Mr. Castellano,

I came across your name by searching for Pace Law School alumni on Martindale who practice intellectual property in New York City.¹⁹ I am currently a second-year Pace Law student and have a growing interest in intellectual property law. If you have 20 minutes, I would welcome the opportunity to speak with you either in person or over the phone about your practice, your career path and any advice you may have for a law student seeking to enter this field.

I look forward to hearing from you and hope to have the opportunity to speak with you further. You may reach me at jbeckmann@law.pace.edu or (914) 444-4444.

Regards,

Jason Beckmann

¹⁸ Informational meetings provide an informal way to network with, i.e. attorneys who practice areas that may be of interest to you. Attorneys can be found on Martindale.com by running a “People” search and designating a practice area and/or geographic area of interest. You may also insert “Pace” in the “Law School” field to search for alumni.

¹⁹ State how you learned of this person, i.e. personal/professional reference, college alumni or internet search.

SAMPLE WRITING SAMPLE COVER SHEET#1

WRITING SAMPLE²

Jane Wilson
12 North Broadway
White Plains, NY 10603
(914) 422-5555

As a summer legal intern at the Bronx County District Attorney's Office, I prepared the attached memorandum for an assignment in the Felony Crimes Division. The memorandum examined the legal basis for submitting attempted sex trafficking as a lesser included offense to sex trafficking pursuant to N.Y. Penal Law § 230.34.³

To preserve confidentiality, all individual names and locations have been changed, and some portions have been redacted⁴. I have received permission from my employer to use this memorandum as a writing sample.

² Use the same header in the Writing Sample cover sheet that you use in your resume so that it looks uniform.

³ You should be careful to list the correct title, employer and division, making sure that the references match your resume. Another option that many students use for a writing sample is a portion of their Legal Writing memo.

⁴ Please edit this statement as appropriate to how you are changing or redacting the document to preserve confidentiality. Please be thorough in reviewing your work product to make sure you remove or change all identifying references.

SAMPLE WRITING SAMPLE COVER SHEET#2

WRITING SAMPLE⁵

Jane Wilson
12 North Broadway
White Plains, NY 10603
(914) 422-5555

The attached writing sample is an excerpt from a brief submitted for the Louis V. Fasulo First Year Moot Court competition. The problem, *Silver v. United States*, concerned a fictional appeal by a defendant, Joel Silver, who was charged with possession of child pornography based upon images seized from his home computer pursuant to a search warrant. After his motion to suppress the images was denied, Silver pleaded guilty and was sentenced to 162 months in prison and directed to pay \$217,000 in restitution to the victim depicted in the materials. The appeal presented two issues that have divided the Circuit Courts of Appeal:

1. whether a prior conviction for and possible evidence of a sexual offense against a child is sufficient to establish probable cause to search a defendant's home computer for child pornography; and
2. whether a court may order a defendant convicted only of possession of child pornography to pay restitution to the victim depicted in those materials.

I represented the defendant, Mr. Silver. I chose the section of the brief addressing the restitution issue as my writing sample.

⁵ Use the same header in the Writing Sample cover sheet that you use in your resume so that it looks uniform.