

OFFICE OF CAREER SERVICES

# SAMPLE COVER LETTERS

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<b>COVER LETTER OF A FIRST YEAR STUDENT</b>
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**Samantha Student**

640 S. Main Street • Chicago, IL 60611 • 312-555-5678 • sstudent@gmail.com

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December 1, 2009

Ms. Lee Galese  
Recruiting Coordinator  
Jones, Jones, & Jones  
5555 State Street  
Chicago, IL 60606

Dear Ms. Galese:

I am a first-year student at Loyola University Chicago School of Law, and I am interested in a law clerk position with your firm. I believe that my strong research and writing skills would make me a valuable addition to Jones, Jones, & Jones.

During my first semester at Loyola, I developed critical research and writing skills. In my legal research and writing class, I learned to conduct legal research on complex legal issues and wrote a ten page memo and a twenty page motion for summary judgment. Prior to entering law school, I attended the University of Illinois, where I majored in English and was a member of the debate team. My undergraduate course work and my debate experience required that I develop excellent research, writing, and public speaking skills. As an intern this past summer with USA Bank, I developed strong organizational skills and learned to work effectively on group projects. Finally, my current volunteer work at a homeless shelter, on top of attending law school full-time, has strengthened my ability to manage my time effectively. I would welcome the opportunity to put these skills to work as a law clerk at Jones, Jones, & Jones.

Enclosed for your review is my resume. I look forward to hearing from you in the near future and hope to discuss the possibility of my employment with your firm. Thank you for your consideration.

Sincerely,

*Samantha Student*  
Samantha Student

**COVER LETTER OF A FIRST YEAR STUDENT (WITH A NETWORKING CONTACT)**

**STEPHEN A. STUDENT**

500 N. Michigan Ave. ♦ Apt. 3 ♦ Chicago, IL 60601  
312.555.0055 ♦ stephen.student@hotmail.com

December 1, 2009

Connie Counsel  
Senior Vice President  
Rehabilitation Institute of Illinois  
222 N. Main Street  
Chicago, IL 60602

Dear Ms. Counsel:

I am writing to inquire about a position with the Rehabilitation Institute as an intern. I am a first-year law student at Loyola University Chicago School of Law. We spoke briefly in 2006 when I contacted you about the mentor program at Loyola, and we discussed my previous experience with Cornerstone Corporation. I am writing to you because everything I have learned about the Rehabilitation Institute since then has increased my desire to be part of your organization. I will be participating in the Loyola Rome program at the beginning of the summer and am seeking employment during the remainder of the break, commencing the week of June 25 and hopefully continuing into the fall semester. I enclose my resume for your consideration.

I would value the opportunity to work with your In-House Counsel Department. I am passionate about working with an organization, like the Rehabilitation Institute of Illinois, that represents excellence, dynamism, and compassion. I believe my background with the Cornerstone Corporation, combined with my legal and business education, will enable me to add value to your organization as an intern.

I would be most grateful for the opportunity to meet with you or a member of your team to discuss internship opportunities. I look forward to hearing from you. However, if my schedule or experience does not match your needs at this time, I hope you will consider me in the future.

Sincerely,

*Stephen A. Student*  
Stephen A. Student

<b>COVER LETTER OF A SECOND YEAR STUDENT</b>
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**Laura M. Law-School**

616 N. Oak Street, Apt. 301 ♦ Chicago, IL 60601 ♦ 312.555.5000 ♦ [laura.law-school@gmail.com](mailto:laura.law-school@gmail.com)

January 19, 2010

Mr. Andrew Attorney  
Managing Partner  
Smith, Smith, & Smith  
105 South Street  
Suite 1500  
Chicago, IL 60603

Dear Mr. Attorney:

Please consider my resume for a law clerk position at Smith, Smith, & Smith. I am a second-year law student at Loyola University Chicago School of Law and will be available full-time during the summer of 2009. I am particularly interested in your firm because I hope to work at a small family law firm in Chicago. I attended the University of Chicago as an undergraduate and intend to remain in Chicago permanently.

My interest in family law developed while working at Loyola's Child Law Center. Loyola's extensive curriculum in child and family law has allowed me to develop the skills I intend to put into practice. As my resume reflects, I have also developed strong research and writing skills that will benefit your firm. For over a year, I have been working as a law clerk for a personal injury firm, completing legal research and drafting pleadings and responses to motions. In addition, I have worked as an office assistant to a lawyer who specializes in real estate, commercial law, and estate planning. These experiences have helped me develop the organizational capability, attention to detail, and diligence to work independently as well as with the public.

If you find that my qualifications meet your needs, I would be grateful for an opportunity to speak with you. I will follow up with you shortly. Thank you for your time and consideration.

Sincerely,

*Laura M. Law-School*  
Laura M. Law-School

**COVER LETTER OF A THIRD YEAR STUDENT**

Susan K. Student  
456 Main Street, Apt. 205  
Chicago, IL 60611  
773.555.0987  
susan.k.student@gmail.com

March 1, 2010

Mr. John Doe  
Hiring Partner  
Barrett & Browning, LLP  
123 Main Street  
Chicago, IL 60602

Dear Mr. Doe:

I am a third-year student at Loyola University Chicago School of Law and am interested in employment opportunities with Barrett & Browning. I will complete the coursework required for my Juris Doctor this December and take the Illinois bar examination in February 2010. While in law school, my primary focus has been on trial advocacy and litigation. Thus, the work your firm does in the area of personal injury law has a particularly strong appeal to me.

I began law school as a part-time evening student, working full-time as a paralegal at the Illinois Attorney General's Office in the Consumer Fraud Bureau. In that capacity, I assisted in protecting Illinois citizens who were victims of fraud in the marketplace. I have since been clerking with the Cook County Public Defender's Office in the Homicide Task Force and Felony Trial Division. Upon graduation this December, I would like to work again to protect the rights of Illinois citizens needing legal representation. To this end I have been taking advanced courses in evidence, tort law and Illinois pre-trial litigation, and devoting over thirty hours a week to improve my courtroom skills through the Corboy Fellowship in Trial Advocacy.

Enclosed please find a copy of my current resume. Thank you for your consideration, and I hope to speak with you soon.

Sincerely,

*Susan K. Student*  
Susan K. Student

Enclosure

<b>COVER LETTER OF A THIRD YEAR J.D./M.B.A. STUDENT</b>
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Samuel M. Student

123 South Street, Apartment 101 ■ Chicago, IL 60610 ■ 312-555-1234 ■ sstudent@luc.edu

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January 15, 2010

John Doe  
Hiring Partner  
Henry, Wadsworth, & Longfellow, Ltd.  
123 Main Street  
Chicago, IL 60606

Dear Mr. Doe:

I am writing because I am interested in working for Henry, Wadsworth, & Longfellow in the area of business/corporate restructuring. Currently, I am a third-year J.D./M.B.A. dual degree student at Loyola University Chicago School of Law with an expected graduation date of May 2009. Based on my research in the field, I know that your firm is a forerunner in the practice of restructuring, and I am certain that I can be an asset to your firm.

Before I entered law school, I worked as a Project Assistant at Jenner & Block. Although I was not directly involved with the corporate restructuring practice, I quickly recognized that business issues permeated virtually every matter handled by the firm. This encouraged me to pursue my M.B.A. as well as my law degree. Since I began law school, my conversations with lawyers and non-lawyers engaged in the practice of bankruptcy, investment banking, and equity financing have intrigued me and developed my interest in business restructuring.

Although all of my legal experience thus far has its concentration in litigation, I am confident my abilities will effectively transition into your restructuring practice. My experience in litigation has taught me to structure persuasive arguments and think clearly and convincingly on my feet, which are cornerstone skills in both business and law. Further, the education I am receiving in business school, particularly in finance, is preparing me to understand and resolve complex business issues. To better prepare for a career in financial restructuring, I have organized my course work during my final year of law and business school to concentrate specifically on bankruptcy, tax law, accounting, and finance. I am also reading books and articles to expand my understanding of Chapter 7, Chapter 11, and accounting principles. Given the opportunity, I believe that this preparation will allow me to be an effective and efficient associate in your corporate restructuring practice.

My resume is included for your review, and I welcome the opportunity to speak to you regarding my qualifications. Thank you for your consideration.

Sincerely,

*Samuel M. Student*  
Samuel M. Student

<b>LETTER SEEKING TO BID ON AN OCI EMPLOYER WHEN YOU DO NOT QUALIFY “WAIVE THE CRITERIA”</b>
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**NAME**  
Address  
City, State ZIP  
Telephone  
Email address

Date

Name of contact person  
Title of contact person  
Name of firm/organization  
Street address  
City, state, zip

Dear Mr./Ms. \_\_\_\_\_:

I am a second-year student at Loyola University Chicago School of Law and I write to request an interview with your firm/organization on the scheduled on-campus interview date of \_\_\_\_\_.

I am unable to bid on your firm because I do not meet your stated hiring criteria of \_\_\_\_\_. However, as illustrated in my enclosed resume and transcript, I am in the top twenty percent of my class and recently became a member of the Loyola Law Journal. In addition, . . . .

I would be most grateful for the opportunity to interview with a member of your firm/organization during your on-campus interviews. If you are willing to waive the criteria in my case, our Office of Career Services asks that you contact them at (312)-915-7160 or via email at law-oci@luc.edu no later than [date].

Thank you for your consideration.

Sincerely,

[Written Signature]

Your Name Typed

Enclosure

<b>LETTER REQUESTING AN OCI INTERVIEW AFTER THE OCI LOTTERY HAS BEEN RUN (STUDENTS WHO MEET EMPLOYER CRITERIA)</b>
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**NAME**  
Address  
City, State ZIP  
Telephone  
Email address

Date

Name of contact person  
Title of contact person  
Name of firm/organization  
Street address  
City, state, zip

Dear Mr./Ms. \_\_\_\_\_:

I am a second year student at Loyola University Chicago School of Law and I write to request an interview with your firm on the scheduled on-campus interview date of \_\_\_\_\_.

Although I meet your firm's hiring criteria, I was unable to secure an interview slot with your firm due to the high number of students who bid on your firm. I am in the top 10% of my class and recently became a member of the Loyola Law Journal. In addition...

I would be most grateful for the opportunity to interview with your firm during one of your morning or afternoon breaks or over the lunch hour. If this is possible, our Office of Career Services asks that you contact them prior to your scheduled interview date at (312) 915-7160 or at [law-oci@luc.edu](mailto:law-oci@luc.edu) in order to include me on your interview schedule.

Thank you for your consideration.

Sincerely,

[Written Signature]

Your Name Typed

Enclosure