

## SAMPLE COVER LETTERS

Targeted Cover Letter  
For Job Search Mailing

**MICHAEL P. HOLDEN**

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555 S. Figueroa Blvd. · Los Angeles, California 90089 · 213-515-6974 · holden@law.usc.edu

December 1, 20XX

Patricia M. Chung, Esq.  
Jennings & Trout, LLC  
550 South Hope Street  
Los Angeles, California 90089

Dear Ms. Chung:

I am a first year student at the University of Southern California Gould School of Law (USC) and am extremely interested in a position as a law clerk with Jennings & Trout for the upcoming summer. Given my professional and academic background in health care and strong research and writing skills, I believe I am particularly well-suited to your firm's health care and elder law practice.

I have a longstanding interest in health care and the medical profession. I took several biology classes at University of California, Los Angeles, where I graduated *magna cum laude* in May 20XX. Throughout my final year of undergraduate study, I worked part-time in the busy medical offices of a five-partner internal medicine practice in Westwood. As the practice became affiliated with a major health maintenance organization, I began to appreciate the profound impact of managed health care on the quality of medical services and the complexity of managing a medical practice. The physicians for whom I worked were aware of my deep interest in the legal issues surrounding the medical profession, and I was given the opportunity to attend negotiations with our attorneys and counsel for the HMO. Through my oversight of the office's records and intensive interaction with clients and specialists, I developed strong management and communications skills. This experience, in combination with the rigorous legal training I have received at USC, has prepared me to contribute to your firm's diverse health care practice.

Enclosed please find my resume. I would appreciate the opportunity to meet with you to discuss my qualifications and your hiring criteria in greater detail. Please do not hesitate to contact me at (213) 515-6974 or holden@law.usc.edu. Thank you very much for your consideration and I look forward to hearing from you.

Sincerely,

Michael P. Holden

Enclosure

Targeted Cover Letter  
For Out-of-Town Job Search Mailing

**SARAH A. WILSON**

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Local Address: 445 N. Rossmore Avenue, Los Angeles, CA 90036  
Permanent Address: 43533 Soho Road, New York, New York 10012  
212-443-1234 · [sarah.wilson.20XX@lawmail.usc.edu](mailto:sarah.wilson.20XX@lawmail.usc.edu)

December 15, 20XX

Edward P. Mendoza, Esq.  
Gibson & Gibson, P.C.  
2289 5<sup>th</sup> Avenue  
New York, New York 10012

Dear Mr. Mendoza:

I am a first year student at the University of Southern California Gould School of Law and am extremely interested in a summer associate position with Gibson & Gibson for the upcoming summer. I possess a strong academic background, significant professional experience and an interest in corporate transactional law that would enable me to contribute to your firm's diverse and sophisticated practice. I was raised and educated in New York, maintain strong ties to the area and visit frequently. I look forward to establishing my legal career in New York and settling in the region permanently upon graduation.

As the enclosed copy of my resume indicates, I have pursued academic and professional training in corporate finance to facilitate my transition to a career in corporate transactional practice. Upon earning my undergraduate degree in Economics from Columbia University in 19XX, I secured a position as a Junior Research Analyst with Goldman Sachs in New York. I routinely worked sixty- to seventy-hour weeks at the firm, conducting quantitative research on proposed investment opportunities for Goldman Sachs' Strategic Planning division. I also undertook a part-time M.B.A. program at New York University, concentrating in finance and maintaining an A- cumulative average. Through my work at Goldman Sachs, I was able to see the practical applications of the theoretical financial concepts I studied at New York University. I consistently received outstanding performance evaluations from my supervisors at Goldman Sachs.

I would appreciate the opportunity to meet with you to discuss my qualifications and your hiring criteria in greater detail. I plan to be in the New York area visiting family and friends from December 22 through January 6, and I am available to meet with you at your convenience during that period. Please do not hesitate to contact me at (212) 443-1234 or [sarah.wilson.20XX@lawmail.usc.edu](mailto:sarah.wilson.20XX@lawmail.usc.edu).

Thank you very much for your consideration and I look forward to hearing from you.

Sincerely,

Sarah A. Wilson

Enclosure

Unsolicited Cover Letter  
to Networking Contact

**ROBERT J. PATTERSON**

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300 South Hauser Blvd. · Los Angeles, CA 90071 · 310-558-1234 · [rpatterson@law.usc.edu](mailto:rpatterson@law.usc.edu)

December 1, 20XX

Jennifer T. Huntley, Esq.  
Lucky & Watkins  
555 Lincoln Street  
Boston, MA 02166

Dear Ms. Huntley:

Ken Poole, a partner with Meyer Blue and your University of Southern California Gould School of Law (USC) colleague, recommended that I contact you. I am a first year student at USC and am extremely interested in a summer associate position with Lucky & Watkins for the coming summer. I worked closely with Mr. Poole during my tenure as a litigation legal assistant in the Boston office of Meyer Blue over the past two summers, and Mr. Fisher spoke very highly of your firm's outstanding commercial litigation practice. I attended Boston College and plan to establish my legal career in Boston and settle in the area permanently upon graduation. I am confident that my practical litigation experience and strong academic background would enable me to contribute to Lucky & Watkins' trial and appellate practice.

As an experienced debater and active student leader during my undergraduate education at Boston College, I honed the advocacy and communications skills necessary to serve as an effective commercial litigator. In preparing for my legal career, I have sought extensive experience in research and analytical writing, and have gained significant exposure to the legal profession. For two years, I served as a research assistant to Professor Jane Jones in Boston College's well-regarded Political Science department. Professor Jones generously credited my research and editing work in her latest book, entitled *Politics and Social Media*. During the summer months, I was fortunate to secure a position with Meyer Blue, participating with a team of ten lawyers on a major securities fraud case. Mr. Poole allowed me to take on significant responsibility for client matters; I worked closely with attorneys on drafting several pivotal motions. It would be a privilege to utilize my research and writing skills on behalf of Lucky & Watkins.

I would appreciate the opportunity to meet with you to discuss my qualifications and your hiring criteria in greater detail. I will be in Boston visiting family and friends from December 20 through January 5, and I am available to meet with you at your convenience during that period. Please do not hesitate to contact me at (310) 558-1234 or [rpatterson@law.usc.edu](mailto:rpatterson@law.usc.edu).

Thank you very much for your consideration. I look forward to hearing from you.

Sincerely,

Robert J. Robertson

Enclosure

Unsolicited Cover Letter  
to Networking Contact  
at a Corporation

**JONATHAN HARLAN**

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5580 3<sup>rd</sup> Street · Santa Monica, CA 90405 · 206-218-1134 · [jharlan@lawmail.usc.edu](mailto:jharlan@lawmail.usc.edu)

December 10, 20XX

Elizabeth C. Rappaport, Esq.  
Associate General Counsel  
Warner Bros. Studios  
5000 Burbank Blvd.  
Burbank, CA 91522

Dear Ms. Rappaport:

Robert Mills, your former colleague at Fox Studios, recommended that I contact you regarding a position as an intern in the Legal Department of Warner Bros. Studios for the upcoming summer. I am a first year student at the University of Southern California Gould School of Law and am interested in exploring career opportunities combining my background in marketing and entertainment with my legal education.

My familiarity with your company's line of work and understanding of the legal issues specific to the entertainment industry make me well-qualified to perform effectively as an intern in the Warner Bros. Studios Legal Department. After graduating from New York University Film School in 19XX with a degree in Film & Video, I worked for three years as an editing assistant for a small production company in New York while pursuing a Masters in Fine Arts from New York University. In 19XX, I moved to the Marketing and Sales Division of Fox Studios, where I was a member of the team that spearheaded the company's successful entry into online media streaming. I continue to work for Mr. Mills in the Marketing and Sales Division to help finance my legal education. One of the projects in which I was extensively involved over the past summer gave me the opportunity to perform legal research and document review relating to a complex intellectual property lawsuit filed against the company.

My resume is enclosed for your consideration. I would appreciate the opportunity to meet with you to further discuss my qualifications and your hiring criteria. Please do not hesitate to contact me at (206) 218-1134 or [jharlan@lawmail.usc.edu](mailto:jharlan@lawmail.usc.edu).

Thank you very much for your consideration. I look forward to hearing from you.

Sincerely,

Jonathan Harlan

Enclosure

Cover Letter  
In Response to Job Listing

**JENNIFER ROMERO**

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5580 Sunset Ave. · Los Angeles, CA 90089 · 310-443-1243 · [jromero@usc.edu](mailto:jromero@usc.edu)

January 15, 20XX

Ms. Carolyn Talmadge  
Director of Legal Recruiting  
Cramer & Cramer, LLC  
550 Century Park East, Suite 200  
Los Angeles, CA 90045

Dear Ms. Talmadge:

I am a first year student at the University of Southern California Gould School of Law (USC) and am interested in a summer associate position with Cramer & Cramer for the upcoming summer. Because of my background in accounting and keen interest in corporate and tax law, I was particularly pleased to note your posting in USC's Career Services. I believe that my strong quantitative background, significant auditing experience with a major accounting firm, and excellent oral and written communications skills would enable me to contribute to your firm's sophisticated structured finance practice.

I received my B.S. in Accounting with Honors from the University of Texas in 20XX. During my three-year tenure with Deloitte & Anderson, I was selected to direct the auditing team for Texas Energy Systems Conglomerated (TEX). I was fortunate to develop a close working relationship with the Chief Financial Officer of TEX and was included in high-level tax planning discussions over my final eight months at Deloitte & Anderson. This professional experience has proved invaluable in my legal education. I not only received a thorough grounding in corporate finance and tax law, but also developed a strong understanding of the needs of corporate clients and how to maintain the highest standards of excellence and integrity in a client service industry. I am confident that I possess the legal research and writing skills, as well as the intangible qualities of persistence, dedication and enthusiasm, to contribute to your firm's demanding corporate and tax practice.

I would appreciate the opportunity to meet with you to discuss my qualifications and your hiring criteria in greater detail. As requested in your listing, I have enclosed a copy of my resume and a ten-page writing sample completed this fall as part of my first year writing course. Please do not hesitate to contact me at (310) 443-1243 or via email at [jromero@usc.edu](mailto:jromero@usc.edu). I look forward to hearing from you.

Thank you very much for your consideration.

Sincerely,

Jennifer Romero

Enclosures

Cover Letter to a Judge  
In Response to Job Listing

**WILLIAM L. MORRIS**

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4545 Wilshire Blvd. · Los Angeles, CA 90036 · 213-443-1234 · [wmorris@lawmail.usc.edu](mailto:wmorris@lawmail.usc.edu)

January 2, 20XX

The Honorable Robin J. Brown  
United States District Court for the Central District of California  
Federal Courthouse, 3<sup>rd</sup> Floor  
500 Spring Street  
Los Angeles, CA 90071

Dear Judge Brown:

I am a first year student at the University of Southern California Gould School of Law, and am interested in pursuing a judicial internship position in your chambers for the upcoming summer. Given my solid academic record, and strong research and analytical skills, I believe I am well suited to assist you and your clerks in your demanding work. I have enclosed a copy of my resume and a ten-page memorandum completed this fall as part of my first year legal writing course.

I am a *magna cum laude* graduate of Pomona College, where I completed a double major in History and Spanish. The rigorous Academic Honors Program in which I was enrolled required the completion of two major research papers, the equivalent of a senior thesis in each discipline. I elected to undertake an original research project for my Spanish major regarding the influence of Gaudi in Barcelona. I spent a significant amount of time in Barcelona conducting in-depth interviews with local architects, business owners and citizens. My thesis advisor at Pomona, Professor John Garcia, was impressed with the depth of my research and the quality of the finished paper, which was recognized with a grade of "A" and submitted to a scholarly journal for possible publication. My interest in research and writing has continued with my education at the University of Southern California Gould School of Law. I volunteer with Public Counsel as an advocate for individuals denied health and welfare benefits and recently coauthored an appellate brief in a benefits denial case.

I would appreciate the opportunity to meet with you to discuss my qualifications and your hiring criteria in greater detail. Please do not hesitate to contact me at (213) 443-1234 or via email at [wmorris@lawmail.usc.edu](mailto:wmorris@lawmail.usc.edu). I look forward to hearing from you.

Thank you very much for your consideration.

Respectfully,

William L. Morris

Enclosures

Unsolicited Cover Letter  
to Alumni/ae Requesting Informational Interview

**MARY MAYER**

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1100 Wilshire Blvd. · Los Angeles, CA 90015 · 323-626-4455 · [mary.mayer.20XX@lawmail.usc.edu](mailto:mary.mayer.20XX@lawmail.usc.edu)

January 10, 20XX

Mary Elizabeth Lee, Esq.  
Forth, Easterbook & Lee  
777 S. Figueroa Blvd.  
Los Angeles, CA 90071

Dear Ms. Lee:

I understand that you graduated from the University of Southern California Gould School of Law in 20XX. I am a third year student at the University of Southern California Gould School of Law, and I am currently exploring career options in trusts and estates law. My specific focus lies in sophisticated estate planning techniques, particularly the formation of offshore trusts and the international tax implications of such transactions. I am extremely interested in your perspectives both as an alumna of the College of Law and as an experienced practitioner in the trusts and estates law field.

As a summer associate this past year at Proskauer & Proskauer, I was exposed to international trust and tax planning during my rotation through the Business Practice Group. Since that time, I have attempted to learn all that I can about this area of the law. I have joined the Trusts and Estates Law Committee of the Los Angeles County Bar Association as a research assistant. The Chair of the Association's Trusts and Estates Law Committee accepted my offer to perform legal research and writing for the committee newsletter; reviewing all recent case law and legislation has enabled me to stay abreast of developments in the field. I recently attended a Practicing Law Institute lecture on a current estate planning topic entitled, "The Fiduciary Duties of Tax Counsel." If you have any recommendations for professional development reading or networking opportunities, I would truly appreciate your input. I am enclosing a copy of my resume and would be grateful for any suggestions you might have regarding its content.

I am endeavoring to develop a strong foundation in this practice area and to familiarize myself with its practitioners so that I can best tailor my career planning and job search to this market. Any advice you would be willing to provide in this regard would be gratefully received. I will contact you next week to ascertain whether a brief meeting or informational telephone call with you would be possible.

Thank you very much for your consideration. I look forward to hearing from you.

Sincerely,

Mary Mayer

Enclosure

Informational Interview  
Request Letter

**DAVID W. ARMSTRONG**

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58500 Main Street · Santa Monica, CA 90405 · 310-645-2234 · [darmstrong@usc.edu](mailto:darmstrong@usc.edu)

January 10, 20XX

Joanne T. Fleming, Esq.  
Park, Judd & Song  
15000 Century Park East, Suite 1000  
Los Angeles, CA 90048

Dear Ms. Fleming:

I read with great interest your recent article in the September 20XX issue of *Internet Law Magazine* concerning whether Twitter and Facebook posts may be admitted as evidence. I am a second year student at the University of Southern California Gould School of Law, and I am currently performing extensive research on a related topic in connection with a Note I am writing for the *Southern California Law Review*. Specifically, I am exploring privacy rights associated with various social media platforms. With the expansion of social media, this issue seems as relevant as it is fascinating.

In addition to my theoretical interest in this topic, I have a very practical concern. I plan to pursue a career as an internet business lawyer. I would truly appreciate having the opportunity to speak with you briefly regarding your views on the effects of social media on the law. I will contact you next week to ascertain whether you would be willing to speak for fifteen or twenty minutes in your office or by telephone. If you would prefer to contact me, my telephone number is (310) 645-2234 and my email address is [darmstrong@usc.edu](mailto:darmstrong@usc.edu).

Thank you very much for your consideration. I look forward to hearing from you.

Sincerely,

David W. Armstrong

Enclosure