

Cover Letter Template

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[date]

Jane Hamilton
Recruiting Coordinator
Yabba, Dabba & Doo, LLP
100 Main Street
Hartford, CT 06101

Dear Ms. Hamilton:

I am currently a first-year student at Cornell Law School, and I am seeking employment in Washington, D.C. this coming summer. While attending Georgetown as an undergraduate, I formed many friendships in the Washington area, and I would like to practice law there upon my graduation. Further, my interest in working for the Federal Trade Commission grew out of my work at the National Association of Manufacturers, where I became acquainted with several attorneys who worked in your office.

To your firm I will bring strong research, analytical, and writing skills. I began developing these skills as an undergraduate, where I served as an investigative reporter for my college newspaper. In that capacity, I researched and wrote approximately 25 articles in each 14-week semester. In addition, having double majored in English and Sociology, I analyzed primary research materials and drafted a 50-page senior honors thesis on cross-cultural linguistic differences. Here at Cornell, I am adapting these skills to the legal context through Cornell's first-year legal research and writing course, Lawyering.

If your firm is interested in considering me for a summer position, I would be happy to fly to _____ for an interview at your convenience. I look forward to hearing from you. Thank you.

Sincerely,

Ezra Cornell

Ezra Cornell