

Sample Cover Letter – Local Firm – SAMPLE ONLY

STEWART STUDENT

12345 Dornoch Ln. • Norman, OK 73072 • (405) 555-4321 • stuart.student@ou.edu

December 1, 2017

Alice Attorney, Esq.
Jones & Jones, P.C.
100 West Main Street
Oklahoma City, OK 73102

Dear Ms. Attorney:

I am a first year student at the University of Oklahoma College of Law writing at the suggestion of Professor John Smith. It is my professional goal to practice employment law following graduation from law school, and it would be an invaluable opportunity to gain experience with Jones & Jones, P.C. as a summer intern. My specific interest in your firm stems from its prestigious reputation as a leading employment law firm in Oklahoma. I am confident that my background and education will serve to make me a valuable asset.

Prior to attending law school, I worked for three years as a paralegal at a small employment law firm in Altus, Oklahoma. This experience confirmed my desire to pursue a legal career and, in particular, in the employment law sector. In this position, I corresponded with clients daily, assisted with legal court filings, and composed discovery. In addition, I interviewed witnesses and prepared deposition summaries to assist in trial. This experience can give your firm confidence that I understand the nature of the employment law practice and will be able to assist as a summer intern.

My strong research and writing skills were first developed as an undergraduate student at the University of Oklahoma. My senior thesis, An Examination of the Role of Gender in the Candidacy of Federal Elected Officials, was selected as the outstanding senior thesis in the political science department. I have excelled in debate at the high school and college level, and I was awarded three national oratory honors during my last two years of college debate. I continue to hone these skills at the College of Law through its rigorous Legal Research and Writing Course, and I look forward to utilizing them at Jones & Jones.

Enclosed please find my resume for your review. Thank you in advance for your consideration, and I look forward to hearing from you.

Sincerely,

Stewart Student

Enclosure

Sample Cover Letter – Judge – SAMPLE ONLY

STEWART STUDENT

12345 Dornoch Ln. • Norman, OK 73072 • (405) 555-4321 • stuart.student@ou.edu

December 1, 2017

The Honorable Jane Lawyer
United States District Court for the Western District of Oklahoma
200 N.W. Fourth St.
Oklahoma City, OK 73102

Dear Judge Lawyer:

I am a first-year student at the University of Oklahoma College of Law interested in obtaining an externship in your chambers for the summer of 2018. It is my professional goal to practice law as a litigator following graduation from law school. Serving as a judicial extern would provide me an invaluable opportunity to learn what constitutes effective written and oral advocacy from a judge's perspective.

As an undergraduate student at Oklahoma State University, I gained significant experience in research and writing through the history program in the Honors College. Intensive writing assignments, including weekly papers and a senior thesis, are major components of the program. In addition, I have continued to develop these skills in my first year curriculum, specifically in my Legal Research and Writing course. I am eager to utilize my analytical, research and writing skills as a judicial extern.

Prior to attending law school, I worked as a recruiting coordinator for a large natural gas company in Oklahoma City. In this position, I interacted daily with numerous individuals including executive level potential hires. I also gave presentations regarding the company and its plan for growth. This position allowed me to develop strong interpersonal and communication skills which I am confident will serve me as an extern in your chambers this summer.

Enclosed for your review are my resume, transcript and writing sample. I am very interested in the challenges and experience afforded by a judicial externship. I would welcome the opportunity to discuss my qualifications and interests with you. Thank you for your consideration.

Respectfully,

Stewart Student

Enclosures

Sample Cover Letter – Public Interest – SAMPLE ONLY

STEWART STUDENT

12345 Dornoch Ln. • Norman, OK 73072 • (405) 555-4321 • stuart.student@ou.edu

December 1, 2017

Special Lady
Wonderful Non-Profit
1234 Yellow Brick Rd.
El Reno, OK 73036

Dear Ms. Lady:

I am a first year student at the University of Oklahoma College of Law writing to express my interest in obtaining a summer internship with Wonderful Non-Profit for the 2018 summer. My interest in Wonderful Non-Profit stems from its commitment to serving the underprivileged youth of the El Reno Community. I chose to attend law school with the specific purpose of serving underprivileged children, and it would be an honor to gain first-hand experience with Wonderful Non-Profit.

My interest in working with children first began as a Big Sister mentor while in college. I developed a tremendous relationship with my “Little Sister” and learned the true value of helping children. In addition, my interest in youth also stems from volunteering at the Pauline Mayer Shelter in Oklahoma City and serving as a Sunday school teacher with the Baptist Church in Yukon.

In addition to my commitment to public service, I will bring strong legal skills as an intern with Wonderful Non-Profit. During my undergraduate studies at Southern Nazarene University, I worked as a file room clerk with a small law firm in Bethany. In this position, I reviewed and edited legal briefs for filing with courts around the state. I also made daily deliveries to court houses where I interacted with attorneys and judicial staff. Finally, I have improved my legal research and writing skills while in law school and am confident I will be a valuable addition to your intern program.

Please find enclosed my resume for your review. I truly look forward to discussing with you the internship opportunities with Wonderful Non-Profit. Thank you for your consideration.

Respectfully,

Stewart Student

Enclosure

Sample Cover Letter – Firm (OUT OF STATE) – SAMPLE ONLY

JOHN SMITH

john.smith@ou.edu • (405) 987-6543

Current

1234 University Drive, Apartment 500
Norman, OK 73072

Permanent

8053 Madison Avenue
New York, NY 11202

December 1, 2017

Ms. Lavinia Lawyer
Amazing Law Firm
1300 North Main Street
Plano, Texas 75024

Dear Ms. Lawyer:

I am a first year student at the University of Oklahoma College of Law writing to express my interest in a summer associate position with Amazing Law Firm. As a native Texan, I plan to return home to practice law after graduation.

Your firm is particularly interesting to me because of its substantial corporate practice. In researching Amazing Law Firm, I was intrigued to learn that your client base ranges from small start-up companies to numerous Fortune 500 companies. I look forward to an opportunity to work in a corporate setting where I can build on the training that I received as a Business and Finance major at Southern Methodist University.

During my first year of law school, I have developed sound legal, analytical, research and writing skills. These abilities are reflected through my earning of the top grade in the LRW course, an A+. I also competed in the first year moot court competition where my team placed in the Top 5 teams out of 98 participating. I am confident that my skills will make me an asset to Amazing Law Firm.

Enclosed please find my resume for your review. I will be in Plano from December 11 through January 5, and I would welcome the opportunity to interview during that time. Should you need any additional information, please do not hesitate to let me know. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

John Smith

Enclosure