Variant A: Government Office

For a federal, state or local office, such as a prosecutor, defender, attorney general or agency counsel office. Delete this line, this heading and all of Variant B before you send.

[Your Full Name]

[City, State] | [Email Address] | [Phone Number]

[Month Day, Year]

[Hiring Contact Name or Hiring Committee]
[Office Name], [Division or Section]
[Street Address]
[City, State ZIP]

Re: [Position Title], [Year]

Dear [Contact Name or Hiring Committee]:

I am a [1L, 2L or 3L] at [Law School], and I am applying for the [Position Title] with [Office Name]. [One sentence on why you want to do public service in this office.]

[Two sentences on the office's work, as the office itself describes it, and the part of that work you want to do. Name the division or section if the posting does.]

[One example that shows you can serve this office: research and writing, work with the public, a prior government job, or a clinic. Say what you did and what came of it.]

[Note each requirement the posting lists that you meet, such as citizenship, eligibility for a background check, or availability for the full term. Include only what the posting asks for.]

I have enclosed my resume, transcript and writing sample [match this list to the posting]. Thank you for your consideration.

Sincerely,

[Your Full Name]

Enclosures: [Resume, Transcript, Writing Sample]

Variant B: Public Interest Organization

For a nonprofit legal services, advocacy or impact litigation organization. Delete this line, this heading and all of Variant A before you send.

[Your Full Name]

[City, State] | [Email Address] | [Phone Number]

[Month Day, Year]

[Hiring Contact Name]
[Organization Name]
[Street Address]
[City, State ZIP]

Re: [Position Title or Summer Internship], [Year]

Dear [Contact Name or Hiring Committee]:

I am a [1L, 2L or 3L] at [Law School], and I am applying for the [Position Title] at [Organization Name]. My commitment to [the issue or community the organization serves] began [when and how, in one sentence].

[Two or three sentences showing a steady record in this area: volunteer work, a job, organizing or coursework. Specific beats general: name what you did, how long, and for whom.]

I want to work at [Organization Name] because [what is particular about its approach: direct services, impact litigation, policy advocacy, or the community it serves].

[One example of a skill the organization needs, such as client interviewing, a second language, research and writing, or staying steady with people under stress.]

[If you will bring outside funding, such as a school public interest grant, say so here. Otherwise delete this paragraph.]

I have enclosed my resume [and any other materials the posting asks for]. Thank you for your time and consideration.

Sincerely,

[Your Full Name]

Enclosures: [Resume, Other Requested Materials]