[Your Full Name]
[City, State] | [Email Address] | [Phone Number]

[Month Day, Year]

[Recruiting Contact Name], [Title, such as Legal Recruiting Manager]
[Firm Name]
[Street Address]
[City, State ZIP]

Re: [Year] Summer Associate Program, [Office City]

Dear [Contact's Full Name, or Recruiting Team]:

I am a [1L, 2L or 3L] at [Law School], and I am applying to [Firm Name]'s [Year] summer associate program in [Office City]. [One sentence on what led you to this firm: a conversation with an attorney, a firm event, or a matter you followed. Name a person only if they agreed to be named.]

I am most interested in [Firm Name]'s [Practice Group] practice, and in particular [a kind of work, client or matter the firm describes publicly]. [One or two sentences tying that work to something you have done or studied, such as a course, a journal note, or a job before law school.]

Before law school, I worked as [Role] at [Employer]. [One concrete task and its result: what you produced, for whom, and what changed because of it.] At [Law School], [a second example from legal writing, a clinic, moot court, a journal or a research assistantship], which taught me [the skill it built, said plainly].

[One or two sentences on your tie to Office City: family, past work, school, or a specific plan to build a career there. Delete this paragraph if the firm does not hire by office.]

I have enclosed my resume, transcript and writing sample [match this list to what the firm asks for]. Thank you for your time and consideration. I would welcome the chance to talk with you about the [Practice Group] group's work.

Sincerely,

[Your Full Name]

Enclosures: [Resume, Transcript, Writing Sample]