

2024 - 2025 EDITION

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## OFFICE OF CAREER SERVICES

### Resume and Cover Letter Guide



**SOUTHERN UNIVERSITY**  
LAW CENTER

**SOUTHERN UNIVERSITY**  
L A W C E N T E R

**Office of Career Services**

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## Preparing Your Application Materials

Generally, your application materials include a cover letter, resume, writing sample, and law school transcript. However, some employers might also request a list of references or letters of recommendation. Be consistent with your application materials by using the same header on each document. Every document you provide should be clear, concise, convincing, and error-free.

### *Resumes*

Your resume is a summary of your experience, skills, knowledge, and abilities. Your resume will highlight your most important achievements and accomplishments, and you may want to create several versions of your resume to highlight experiences that are relevant to different types of employers.

Composing previous experience may be challenging especially if you have previous experience that may not seem relevant to legal work. Translating this experience into transferrable skills that legal professionals look for can be extremely important. Use succinct resume sentences that do not use pronouns such as “I” or “we” and begin with an action verb. Employers should be able to scan your resume in 30-90 seconds.

Most legal employers still prefer a traditional-style resume. This means:

- One page with three or four general headings starting with “EDUCATION”.
- Consistent font type (e.g., Times New Roman or Georgia) that is between 11-12pt.
- A header with your name and contact information. Your mailing address is still necessary. Most legal employers use software that scans for demographic data to populate their database. Therefore, if you do not include your complete mailing address, you have cost a potential employer more work before they even had a chance to meet you.
- No career objectives and personal statements.
- Experience in reverse chronological order.

If your resume is too long, try:

- Omitting information that is old or may not be the most important (e.g., undergraduate honors and club memberships, Dean’s List if your GPA and/or Latin honors are present). This information can be placed on LinkedIn. You can create a [customized LinkedIn URL](#) to place in the heading of your resume.
- Adjusting the margins, but not less than 0.5 inches

#### Header:

- Use your legal first name and last name. Only include a middle name you are referred to by that name (e.g., Mary Jo or John David).
- If you have a nickname that you prefer to be called, you may put that in quotation marks or parentheses next to your legal name (e.g., William “Bill” Allen or Elizabeth (Liz) Daniels).
- Include a phone number that has a professional voice mail message to greet potential employers if you are unavailable.
- Current SULC students must include their SULC email address on their resume. Alumni may opt to utilize another professional email address. Be sure to remove hyperlinks from your email address.
- Complete mailing address. This may vary depending on if you are trying to establish a connection with an employer. Consult with our OCS Counselor for more guidance.

#### Education:

- List your degrees in reverse chronological order.
- The appropriate way to denote the Law Center is “Southern University Law Center” and it is in “Baton Rouge, LA”.
- If you are a graduate, your degree should be listed as a “Juris Doctor, May 2022”. If you have not graduated yet, you should indicate, “Juris Doctor Candidate, May 2027”.
- Do not include any high school information.

#### Experience:

- List experience in reverse chronological order.
- Highlight in bold the employer’s name, city, and two-letter state abbreviation.
- Include dates of employment (e.g., January 2022 – August 2023).
- Your job title should be in italics.
- Use action verbs when describing our duties and responsibilities (see page 11).
- Your descriptions should emphasize your responsibilities, contributions, and achievements.
- Focus on tasks that use skills relevant to the practice of law (e.g., research and writing, negotiating, analyzing data, decision-making, strategic communication, and leadership).

#### Optional Sections:

- Following the experience section, many students include an “interests” section listing a few special interests that may matter to an employer. If you have interests that are not

already reflected in your application, then you may wish to include them here. If you include an “Interests” section, be as detailed as possible so that it prompts the interviewer to ask you about it. They would be less likely to ask you about “Cooking” than they would about your time on top Chopped.

- If you have a particular language ability that may be relevant to an employer, you can include a “skills” or “languages” section with that information.
- You may also add a “publications” section, but keep in mind that if a publication is listed on your résumé, you will likely be asked about it during an interview. In addition, listing many publications on your résumé may give an employer the impression that you are primarily focused on an academic career.

## Resume Action Verbs

Accomplished	Established	Oversaw
Advocated	Evaluated	Performed
Achieved	Encouraged	Planned
Administered	Explained	Prepared
Advised	Enhanced	Presented
Analyzed	Expanded	Presided
Assembled	Exceeded	Produced
Assessed	Edited	Provided
Authored	Formed	Recommended
Arranged	Guided	Recorded
Co-authored	Handled	Recruited
Collected	Headed	Reorganized
Compiled	Hired	Represented
Composed	Implemented	Researched
Conducted	Improved	Reviewed
Conveyed	Initiated	Revised
Convinced	Instituted	Resolved
Corresponded	Instructed	Restored
Counseled	Investigated	Served
Coordinated	Led	Scheduled
Created	Managed	Spearheaded
Defined	Mentored	Streamlined
Documented	Merged	Strengthened
Drafted	Monitored	Supervised
Designed	Motivated	Surpassed
Determined	Negotiated	Solved
Developed	Organized	Studied
Devised	Originated	Trained
Directed	Outperformed	Updated

**Cindy M. Fielding**

2589 Big Road, Highport, LA 71129

(225) 555-1010

cfielding@gmail.com

**BAR ADMISSIONS**

Louisiana, 2013

**EDUCATION****Southern University Law Center, Baton Rouge, LA***Juris Doctor, cum laude – May 2013*

- Class Ranking: Top 20% of class
- CALI Excellence for the Future Award ® – Successions

**Southern University and A&M College, Baton Rouge, LA***Bachelor of Arts, Political Science – December 2009*

- Alpha Kappa Alpha Sorority, Incorporated

**PROFESSIONAL EXPERIENCE****Southern University Law Center, Baton Rouge, LA***Research Assistant*

February 2012 – May 2013

- Conducted legal ethics research utilizing legal databases.
- Drafted and submitted documents for publishing in *Harges and Jones' Evidence Treatise*

**Nineteenth Judicial District Court, Baton Rouge, LA***Judicial Law Clerk – Judge Wilson Fields*

May 2012 – November 2012

- Conducted legal research.
- Drafted decisions, orders, and responses to motions.
- Reviewed petitions and answers.
- Observed depositions, bench and jury trials.
- Conducted status conferences.
- Prepared jury instructions.
- Assisted law clerk in preparing briefs dealing with complex litigation cases.

**Louis A. Martinet Legal Society, Baton Rouge, LA***Clerk/Liaison*

February 2012 – May 2012

- Conducted legal research.
- Processed and organized organizational materials.
- Performed office and clerical work.

**Office of the Attorney General, Baton Rouge, LA***Gaming Division – Clerk*

October 2011 – January 2012

- Performed legal research utilizing both written and electronic sources.
- Assisted attorneys in preparing for depositions and trials.
- Assisted attorneys in brief and opinion writing.
- Prepared drafted memoranda for supervising attorney.

**LEGAL ASSOCIATIONS AND COMMUNITY SERVICE ORGANIZATIONS**

- Certified Mediator
- VITA Certified – Volunteer Income Tax Assistance
- 13<sup>th</sup> Circuit Lieutenant Governor of Student Bar Associations for the American Bar Association
- Southern University Law Center Bankruptcy Clinic Fellow

# John Doe

11111 First Street, Baton Rouge, LA 70816 Cell: (225) 000-0000  
john.doe@sulc.edu

## EDUCATION

### **Southern University Law Center, Baton Rouge, LA**

Juris Doctor Candidate, May 2014

GPA: 4.00

- Member, Southern University Law Review
- Member, Thurgood Marshall Club of America
- Southern University Law Center Merit Scholarship Recipient

### **University of New Orleans, New Orleans, LA**

Bachelor of Arts, Art, May 2011

GPA: 3.85

- University of New Orleans Merit Scholarship Recipient
- Member, Association of John Doe

## EXPERIENCE

May 2012 – Aug. 2012

### **Summer Associate – Big Law Firm, LLP, Houston, TX**

- Attended client interviews and meetings with the corporate department
- Conducted due diligence and assisted with multi-million-dollar asset divestiture
- Conducted research regarding new tax regime in Texas
- Conducted research regarding state employment taxes

May 2009 – May 2011

### **Law Clerk – Small Law Firm, Baton Rouge, LA**

- Assist with client interviews and client meetings
- Conducted legal research of case law and statutory regulations
- Evaluated case law for efficiency and draft memoranda
- Provided clerical assistance for general practitioners

Jan. 2006 – July 2007

### **Administrative Analyst – Doe Hotel, New Orleans, LA**

- Reconciled monthly budgets and compiled financial reports
- Served as an assistant to accountants, auditors, and vendors
- Maintained financial records and office correspondence
- Launched and monitored budges and contractual agreements
- Evaluated contracts and price quotes for efficiency

Nov. 2004 – Oct. 2005

### **Manager – Dillard's, Metairie, LA**

- Organized scheduling for associates of shipment team
- Devised daily strategies to maximize sales
- Supervised a team of 20 associates
- Motivated associates to reach daily sales goals

Oct. 2002 – Feb. 2004

### **Counselor – Louisiana State University, Baton Rouge, LA**

- Assisted in student recruitment and orientation
- Responsible for advertising and marketing upcoming events
- Conducted research to provide statistics for analysis
- Contributed to community-wide fund-raising events

# Jane Doe

1111 Street Avenue  
Baton Rouge, LA 70813  
(225) 555-0000  
jane.doe@sulc.edu

## EDUCATION

### **Southern University Law School, Baton Rouge, LA**

*Juris Doctor Candidate – May 2016*

GPA: 3.25 – Rank: 15/143

- Member, Phi Alpha Delta Legal Fraternity
- Member, International Law Student Association

### **University of Louisiana at Lafayette, Lafayette, LA**

*Bachelor of Science, magna cum laude, Business Administration, Economics – May 2013*

GPA: 3.73

- Member, Pre-Law Club
- Member, Honor Society
- Member, Beta Gamma Sigma International Business Fraternity
- Student Ambassador

## LEADERSHIP

- President, National Pan Hellenic Council
- President, Women's Federation
- Freshman and Sophomore Class Presidents, Student Government Association
- Member, Council of Student Body Presidents

## EXPERIENCE

### **Bigger Home Store, Lafayette, LA**

*Senior Associate*

October 2012 – August 2013

- Implemented sales strategies for associates
- Ensured compliance with store safety policies and procedures
- Ensured the proper training of new employees
- Resolved customer complaints

*Cashier/Head Cashier*

October 2010 – October 2012

- Ensured transactions were accurate
- Monitored employee schedules and overtime hours
- Provided customer service

## COMMUNITY SERVICE

- Mentor, Excellent Elementary School, Lafayette, LA
- Volunteer, Habitat for Humanity, Lafayette, LA
- Junior League of Lafayette, Lafayette, LA
- Phi Sigma Omega Chapter, Alpha Kappa Alpha Sorority, Inc., Gonzales, LA

**JOHN MONTGOMERY, ESQ.**

1111E. Fairlane Court, Los Angeles, CA 90001  
(213) 925-5100  
jmontgomery@iCloud.com

**BAR ADMISSIONS**

California State Bar, October 2007

United States District Court, Middle District of California, November 2008

**EDUCATION**

**Southern University Law Center, Baton Rouge, LA**

*Juris Doctor, cum laude, May 2007*

GPA: 4.0 – Class Standing: 1 out of 155

- Clinic Student Attorney
- Teaching Assistant
- National Mock Trial Team Member, American Association for Justice
- American Inns of Court

**Southern University and A&M College, Baton Rouge, LA**

*Bachelor of Science, cum laude, Accounting, May 2024*

GPA: 3.5

- Delores Margaret Richard Spikes Honors College Graduate

**EXPERIENCE**

**California Department of Revenue Legal Division, Los Angeles, CA**

*Staff Attorney – Sales and Use Tax*

October 2008 – Present

- Represent the Secretary in cases before California trial courts and the Board of Tax Appeals.
- Draft pleadings, interview witnesses, prepare legal memoranda and briefs.
- Research state and federal tax laws, regulations, court decisions, and auditing principles.
- Mediate complex cases involving sales and use tax of property used in interstate commerce.

*Policy Services Intern*

June 2005 – August 2005

- Prepared memoranda concerning the impact on revenue of changes in legislation in the shipping industry.

**Honorable Judge, United States District Court, Middle District of California, Los Angeles, CA**

*Intern*

January 2007 – April 2007

- Reviewed court records and performed legal research to assist the judge in determining proper rulings.

**Big Law Firm, Baton Rouge, LA**

*Law Clerk*

May 2006 – June 2006

- Drafted pleadings, discovery requests, motions, affidavits, and performed legal research.
- Prepared demand letters, mechanics liens, and other legal memoranda.

**Volunteer Income Tax Assistance Program (VITA), Baton Rouge, LA**

*Tax Consultant*

February 2004 – April 2006

- Prepared income tax returns and counseled low to moderate income citizens.

**Federal Deposit Insurance Corporation (FDIC), Memphis, TN**

*Student Career Experience Program (SCEP) – Student Trainee Examiner*

January 2003 – August 2003

- Analyzed bank financial statements, securities portfolios, earnings, liquidity, and interest rate sensitivity.
- Evaluated management of financial institutions and prepared examination reports.

## COVER LETTER GUIDANCE

Your cover letter is to introduce you to an employer. It gives you the opportunity to make a connection to that employer before the employer reads your resume and learns about your skills and accomplishments. It's also the first writing sample an employer will read, even before your resume, and needs to reflect your excellent writing skills. It should be concise, clear, and convincing, and it should complement, not repeat your resume. Below are a few tips that you should find helpful:

### **PARAGRAPH #1: THE INTRODUCTION**

The first paragraph of your cover letter is your opportunity to establish a relationship with an employer; in it, you tell the addressee who you are and why you are writing the letter. The introduction is only about two or three sentences long, but it can encourage or discourage an employer from reading the rest of your letter and your resume. **Do not start with the standard sentence used in too many cover letters: "I am a first-year student as XYZ law school, and I am interested in applying for a summer internship with your organization." You can do better.**

For example, before writing the introduction, determine the nature of your connection to an employer. In general, there are three potential types of connection: (1) *school related (e.g., from an on-campus or off-campus interview program, networking event, or informational)*; (2) *non-school related*; or (3) *weak or none*. The last scenario is the least fruitful for students, so I encourage you to look very hard to find a connection. This may mean that you need to find out if anyone at your law school knows someone at a particular potential employer. Once that connection is determined, put it in your first sentence. A name or event will grab their attention and encourage them to keep reading.

The second piece of information that you should include is the reason you sent the cover letter. Perhaps it's required as part of an application; maybe you sent it as a follow-up to an employer's networking event, or in anticipation of a program in which an employer is a participant. Whatever the reason, say that in your first or second sentence. Don't leave the employer trying to figure it out. Finally, encourage the potential employer to interview you by saying that you would appreciate the opportunity to meet that employer in person.

### **PARAGRAPH #2: THE FACTS**

This section gives you the opportunity to highlight your individuality in a personal and professional way. In it, convey one or two things about yourself that might not be evident from your resume and that will be of interest to an employer. Do not simply repeat your resume.

The goal of this section is to provide specific facts that show your strengths and uniqueness, and to lead into a discussion of why you would be a good fit for an employer's practice. State the facts in a conversational and professional manner. Include your goals and tie those goals into the reason you would like to work with that employer. Use the facts to lead into the next section of your letter, the Discussion/Argument of why you are a good fit for the employer.

### **PARAGRAPH #3: THE DISCUSSION/ARGUMENT**

In this section, you make a case for why an employer should interview and ultimately hire you. Think of a theme as to why you are a good fit for the employer's organization and make your argument using facts to "prove" your theme. Themes that resonate with employers focus on proving that you: (1) have the intellectual capacity to do the work; (2) have done related or similar work; and (3) possess the professional skills necessary to be both successful in the employer's legal practice and part of the next generation. These are the same themes conveyed in your resume.

#### **PARAGRAPH #4: THE CLOSING**

The closing is your opportunity to re-establish the relationship you established in the Introduction and to convey your next step. It lets you “keep the ball in your court” for a little while longer.

First, thank the employer for considering your application. Second, reiterate your enthusiasm for that employer’s practice. Third, identify the next step you will take in pursuit of an opportunity to work with that employer.

See the next page for a visual depiction of formatting for you cover letter.

# Insert Your Name

Insert Your Mailing Address

Insert City, State Zip Code

Insert Phone Number

Insert SULC Email Address

January 19, 2023

Insert Name of Point of Contact

Insert Point of Contact's Title

Insert Name of Firm/Organization

Insert Mailing Address of Firm/Organization

Insert City, State Two Letter Abbreviation and Zip Code

Insert Greeting (e.g., Dear Mr. Doe:)

Paragraph #1: THE INTRODUCTION – The first paragraph of your cover letter is your opportunity to establish a relationship with an employer; in it, you tell the addressee who you are and why you are writing the letter. The introduction is only about two or three sentences long, but it can encourage or discourage an employer from reading the rest of your letter and your resume. Do not start with the standard sentence used in too many cover letters: “I am a first-year student at XYZ law school, and I am interested in applying for a summer internship with your organization.” You can do better. The second piece of information that you should include is the reason you sent the cover letter. Perhaps it's required as part of an application; maybe you sent it as a follow-up to an employer's networking event, or in anticipation of a program in which an employer is a participant. Whatever the reason, say that in your first or second sentence. Don't leave the employer trying to figure it out. Finally, encourage the potential employer to interview you by saying that you would appreciate the opportunity to meet that employer in person.

Paragraph #2: THE FACTS – This section gives you the opportunity to highlight your individuality in a personal and professional way. In it, convey one or two things about yourself that might not be evident from your resume and that will be of interest to an employer. Do not simply repeat your resume. The goal of this section is to provide specific facts that show your strengths and uniqueness, and to lead into a discussion of why you would be a good fit for an employer's practice. State the facts in a conversational and professional manner. Include your goals and tie those goals into the reason you would like to work with that particular employer. Use the facts to lead into the next section of your letter, the Discussion/Argument of why you are a good fit for the employer.

Paragraph #3: THE DISCUSSION/ARGUMENT – In this section, you make a case for why an employer should interview and ultimately hire you. Think of a theme as to why you are a good fit for the employer's organization and make your argument using facts to “prove” your theme. Themes that resonate with employers focus on proving that you: (1) have the intellectual capacity to do the work; (2) have done related or similar work; and (3) possess the professional skills necessary to be both successful in the employer's legal practice and part of the next generation. These are the same themes conveyed in your resume.

Paragraph #4: THE CLOSING – The closing is your opportunity to re-establish the relationship you established in the Introduction and to convey your next step. It lets you “keep the ball in your court” for a little while longer. First, thank the employer for considering your application. Second, reiterate your enthusiasm for that employer's practice. Third, identify the next step you will take in pursuit of an opportunity to work with that employer.

Sincerely,

*Your Signed Name*

Your Typed Name

## John Doe

Insert Your Mailing Address

Insert City, State Zip Code

Insert Phone Number

Insert SULC Email Address

January 19, 2023

Ms. Rochelle Miller, Esq.  
Senior Legal Recruiter  
Carter Golden Legal Aid  
123 N. Michigan Avenue  
Chicago, IL 60642

Dear Ms. Miller:

I became interested in Carter Golden Legal Aid after Executive Director Matthew Bruner's presentation in St. Louis this fall. As a first-year law student at Southern University Law Center, I am excited to learn of an opportunity to engage in public service in Chicago. I am pursuing law school because I have a desire to provide justice for those who lack access to it, and I believe that individuals can affect change one life at a time. I am drawn to Carter Golden because of its vision to empower people and their communities. Your CLAIM program and Criminal Records division are excellent examples of the multifaceted impact attorneys can have on men, women, children, and society. Please consider this letter and my enclosed resume as my application an internship position this summer.

My passion for social justice, and my work experience and academic achievements in law school, will allow me to be a valuable and immediate contributor to your office as a legal advocate. My desire for social change and public service was first fueled by research and discourse for a class called Poverty, Justice and Capabilities. That course inspired my commitment to finding a way to engage hands-on with issues of the education gap, housing discrimination, miscarriages of justice, and wealth disparity. I was fortunate to work with Chicago's homeless population at Inspiration Café and youth at the Boys and Girls Club. As part of my work, I generated solutions for stretching non-profit resources to address multiple levels of clients' wellbeing. Throughout my time with Teach for America, I battled the interplay between education, class, family structure, and race as I implemented individualized plans for student and engaged their families in fighting for student's futures. As the Logistics Coordinator for a yearlong mission trip, I strengthened my leadership, communication, and time management skills. I coordinated with multiple parties, led large groups of diverse personalities, drove teams to complete time-sensitive projects, and balanced varied roles and responsibilities.

In addition to my passion for social justice, I understand the need for working with the system to effect change. In law school, I am integrating my real-world experiences with legal concepts, analytical skills, and legal training. I was proud to score in the top fifteen percent in Legal Writing last summer. This past semester, I was also honored to be a Finalist in the Client Counseling Competition for 1Ls.

I welcome the opportunity to use my skills and growing legal knowledge to advance your mission of bringing justice and mercy to those with the greatest need. It would be my pleasure to interview for an internship with you and I would be happy to provide any further information you may require. I will contact you in a few weeks to confirm that you received this letter and my enclosed resume and to see if there is any other information you need from me to consider my application for an internship with Carter Golden.

Sincerely,

*Your Signed Name*

Your Typed Name

Sample Cover Letter  
(School Connection)

## John Doe

Insert Your Mailing Address  
Insert City, State Zip Code  
Insert Phone Number  
Insert SULC Email Address

January 19, 2023

Mr. Benjamin Cruse, Esq.  
Commodity Futures Trading  
Commission 140 Broadway  
New York, NY 10005

Dear Mr. Cruse:

Please accept the enclosed resume and personal statement as my application for the Commodity Futures Trading Commission's ("CFTC's") 2024 Summer Internship Program. I learned about the CFTC Internship at the Federal Government Career Fair held at my law school, Washington University in St. Louis—School of Law. I was intrigued by the opportunities that participants in the CFTC Internship have to participate in all phases of the CFTC's work. After law school, I plan to use my background in corporate work and psychology to pursue a career in securities litigation and white-collar criminal prosecution. If selected for the CFTC Internship, I welcome the opportunity to pursue my interest and to apply my corporate experience and expertise in securities research to contribute substantively to the CFTC's efforts.

Prior to law school, I worked as a market research analyst for a business information firm, where I researched corporate information technology trends and immersed myself in financial statements and SEC filings using the SEC's EDGAR database. I drafted reports on information technology corporate expenditures in a variety of industries, using U.S. Census Bureau economic data and American FactFinder to extrapolate trends and identify growth areas. I believe that my technical understanding of corporate underpinnings and securities research experience will allow me to assist you and your colleagues at the CFTC this summer.

I welcome the opportunity to speak with you or one of your colleagues about my interest in, and qualifications for, the CFTC Internship program. I will contact you in a couple of weeks to confirm receipt of my application materials. In the meantime, please contact me if you have any questions. Thank you in advance for your time and consideration.

Sincerely,

*Your Signed Name*

Your Typed Name

Sample Cover Letter  
(School Connection)

## John Doe

Insert Your Mailing Address  
Insert City, State Zip Code  
Insert Phone Number  
Insert SULC Email Address

January 19, 2023

Ms. Gina Hall  
Human Resources  
Missouri State Public Defender System  
Woodrail Centre  
1000 West Nifong, Building 7, Suite 100  
Columbia, Missouri 65203

Dear Ms. Hall:

A representative from the Missouri State Public Defender's Office (the "PD Office") spoke at Washington University School of Law's Public Service Career Fair this week. At that event, I talked to Mr. David Sanger, a public defender with your office. Mr. Sanger's enthusiasm for the work inspired me to seek an internship this coming summer. I am a first-year law student. I am hoping to commence my legal skills in the city of St. Louis. It is my view that the justice system but working for your office this coming summer is a greater honor in the system.

I am confident that my academic achievements, experience, and enthusiasm will contribute to the PD Office. This first year of law school, I am proud to have earned high grades in Criminal Law and Legal Practice, our legal analysis and writing course. In Legal Practice, I completed two research-based writing assignments and my oral presentation skills improved while I worked for the Santa Barbara Superior Court Research Unit. I interviewed individuals immediately after arrest with the goal of releasing them from custody to post bail. While our primary task was to reduce jail population, during my tenure I received hands-on experience and an understanding of the criminal legal process. It was during these experiences that I gained a passion I will bring to the PD Office if given the opportunity to serve there this summer.

I will contact you in a couple of weeks to confirm that you received this letter and my enclosed resume. Before then, if you have questions regarding my qualifications, please contact me. Thank you in advance for your consideration. I look forward to speaking with you.

Sincerely,

*Your Signed Name*

Your Typed Name

Sample Cover Letter  
(School Connection)

## John Doe

Insert Your Mailing Address  
Insert City, State Zip Code  
Insert Phone Number  
Insert SULC Email Address

January 19, 2023

Ms. Marsha Dennis  
Tucker Smith LLP  
7000 Forsyth Boulevard  
Suite 1000  
St. Louis, MO 63105

Dear Ms. Dennis:

I recently spoke with John Holmes, one of your intellectual property attorneys, at the Employer Showcase hosted by Washington University School of Law ("Wash U Law"). I also had the opportunity to attend the 1L reception hosted by Tucker Smith in December. The collaborative and welcoming atmosphere of your firm was evident to me from both of these experiences. As a recent transplant to St. Louis, I am eager to make a connection in the St. Louis legal community with a firm like yours that has a varied, sophisticated practice. Please accept this letter and my attached resume as my application for a summer internship with Tucker Smith.

I am interested in exploring your firm's wide variety of practice areas, especially as an intellectual property, and excited by the opportunity to seek responsibility early on in associate. I am confident that I have the research and writing skills, leadership skills, and enthusiasm to be an asset to Tucker Smith this summer and beyond. In addition to maintaining a strong overall academic record, ranking in the top XX% of my class, I have demonstrated my writing ability in law school by earning the highest grade in my Legal Practice course, XX. This builds on my prior research and writing experience obtained through journalism training at the University of South Florida and a media fellowship in multiple organizations. Moreover, I developed leadership skills while serving in a variety of capacities at my undergraduate university and in the South Florida community. In addition to building a successful legal education, it is important to be connected with your community. Tucker Smith's demonstrated commitment to St. Louis community appeals to me.

I understand that Tucker Smith is participating in the on-campus interview program at Wash U Law and I welcome the opportunity to meet with you or one of your colleagues. In the meantime, please contact me if there is any other information you need from me at this time.

Sincerely,

*Your Signed Name*

Your Typed Name

Sample Cover Letter  
(Non-School Connection)

## John Doe

Insert Your Mailing Address  
Insert City, State Zip Code  
Insert Phone Number  
Insert SULC Email Address

January 19, 2023

Ms. Valerie Rogers  
Senior Manager, Recruiting & Retention  
Davis Smith P.C.  
1234 Main Street  
Indianapolis, IN 46204

Dear Ms. Rogers:

I met Sarah Jones from your firm's New York office at the National Asian Pacific American Bar Association Conference in New Orleans this November, and she encouraged me to apply for a 1L summer associate position in the firm's New York office. Ms. Jones's enthusiasm for her labor and employment practice at Davis Smith, as well as the firm's demonstrated dedication to diversity, is very appealing to me. I worked in New York for two years before attending law school and plan to return to the area after graduation. I believe I am a very strong candidate for a summer associate position with your firm for a number of reasons.

My research and writing skills, prior work experience, and ability to work in a fast-paced environment will be assets in this position. This fall, at the end of my first semester in law school, I received the highest grade in my Legal Practice (research and writing) section. This grade was based on multiple research and writing assignments. For the two years prior to law school, I worked as a Litigation Paralegal at a large, sophisticated New York City law firm. In that position, I supervised a team of paralegals in connection with a nationwide class-action lawsuit involving thousands of documents. I know that my attention to detail, perfectionist personality, and strong work ethic are characteristics that will allow me to succeed in the fast-paced environment of Davis Smith.

I will be in New York during the first week of January and welcome the opportunity to meet with you or your colleagues to discuss my qualifications for a summer associate position with Davis Smith. I will contact you in a couple of weeks to confirm that you received this letter and my enclosed resume. In the meantime, please let me know if you need additional information from me. Thank you in advance for your consideration.

Sincerely,

*Your Signed Name*

Your Typed Name

## John Doe

Insert Your Mailing Address

Insert City, State Zip Code

Insert Phone Number

Insert SULC Email Address

January 19, 2023

Ms. Jane Allen, Esq.  
Director  
California Appellate Project  
101 Second Street, Suite 600  
San Francisco, CA 94105

Dear Ms. Allen:

Sarah Volk, my friend and former intern with the California Appellate Project (the “Appellate Project”), recommended that I apply for the 2004 summer internship. Sarah’s enthusiasm for the work she did at the Appellate Project as an intern last summer inspired me to apply for an internship this summer. I am a first-year law student at Southern University law Center. Like Sarah, I am committed to a career in public interest law, with an emphasis on criminal law. Please accept this letter and my enclosed resume as my application for a summer internship with the Appellate Project.

My primary goal in attending laws school is to work in criminal defense, perhaps as a public defender. I am currently a member of the Public Service Advisory Board (PSAB) at Southern University Law Center. PSAB is a student-led organization that allocates public service funds among student groups, facilitates educational events about public service careers, creates opportunities for public service within the law school and in the larger Baton Rouge community, and administers the Pro Bono Pledge. I am an active member of the Public Service Committee and have had the opportunity to organize service projects to foster student involvement with the St. Louis community. My involvement with this organization has strengthened my determination to pursue a career in public service.

My commitment to public service predates law school. I spent my last two years at Notre Dame volunteering as an after-school tutor for local youth and weekly at a local hospital. I also spent a year after college living and working in Jamaica with the Passionist Volunteers International. My interest in criminal law stems from the challenges I observed many of my students enduring as their family members navigated the criminal justice system, often without consistent legal representation. I believe that spending this summer as an intern for the Appellate Project would be an incredible opportunity and the first step in realizing my goal of becoming a public defender.

I will be in Chicago during the weekend of February 6<sup>th</sup> for the Midwest Public Interest Law Career Conference and welcome the opportunity to meet with you or one of your colleagues to discuss the Appellate Project and my qualifications for an internship with it. In the meantime, please feel free to contact me. Thank you in advance for your consideration.

Sincerely,

*Your Signed Name*

Your Typed Name

## John Doe

Insert Your Mailing Address

Insert City, State Zip Code

Insert Phone Number

Insert SULC Email Address

January 19, 2023

Ms. Sara Cook, Esq.  
Recruiting Chair  
Smith Jones, LLP  
800 Washington Avenue, Suite 2000  
St. Louis, MO 63101

Dear Ms. Cook:

As a 1L student at Washington University Law School, I am reaching out to you as one of our alumni to get more information about your practice. Like you, I am from St. Louis and plan to practice law here. After working in Chicago and Dallas, it is nice to be back in St. Louis. In reviewing your firm's website, I noticed that Smith Jones has a large energy practice group. Given my experience in the oil and gas industry, I am interested in exploring energy law, and welcome the opportunity to speak with you or your colleagues about my background and the possibility of an internship for this coming summer.

I am confident that my work experience combined with my professional qualities would make me an asset to your firm this coming summer. During my legal internship at an entrepreneurial and patent law firm in Chicago, I worked closely with senior attorneys and their clients on a variety of litigation related matters and was responsible for reviewing filings and assisting in litigation proceedings. As the account manager for a Dallas-based global contractor, I worked with multiple Fortune 500 energy companies. In that role, I gained extensive exposure to the oil and gas industry working face-to-face with clients regarding their insurance, quality, and regulatory matters. I was also active in business development by organizing and leading prospect information proving existing companies' customer service to strengthen current client relationships. I continue to bolster my professional leadership and business development skills in law school as an elected representative of the Student Bar Association ("SBA"). My participation in the SBA has allowed me to work with fellow students as well as school administrators to ensure that LL's interests are recognized and addressed. An internship with Smith Jones would allow me to use my work experience, provide me the opportunity to learn from skilled attorneys, and hone my research, writing, and advocacy skills.

I would greatly appreciate the opportunity to meet with you or one of your colleagues to discuss my qualifications for a summer internship. I will follow up with a phone call within the next couple of weeks to confirm that you received this letter and my enclosed resume. Before then, please let me know if you need additional information from me. Thank you in advance for your consideration.

Sincerely,

*Your Signed Name*

Your Typed Name

Sample Cover Letter  
(Weak or No Connection)

## John Doe

Insert Your Mailing Address  
Insert City, State Zip Code  
Insert Phone Number  
Insert SULC Email Address

January 19, 2023

Mr. Thomas Winston  
U.S. Environmental Protection Agency  
Region III (3RC00)  
1650 Arch Street  
Philadelphia, PA 19103

Dear Mr. Winston,

As a first-year student at Southern University Law Center, I am writing to express my interest in the Legal Internship ("Internship") at the Environmental Protection Agency ("EPA") office in Philadelphia. Past participants and fellow students, Roseanne Brown and John Caruthers, recommended that I apply.

My lifelong interest in environmental issues, research skills, and ability to communicate would make me an effective EPA intern. My interest in the environment, particularly climate change, is one of the reasons I decided to attend law school. As an attorney, I want to use my passion and legal knowledge to impact policies that will benefit future generations. As an undergraduate, I studied the environmental consequences of globalization, philosophical problems of climate change, and rational choice theory behind international environmental agreements. While I have not had the opportunity as a first-year law student to take environmental law classes, I have dedicated my personal time to working with the Law School's Energy and Environmental Law Society as an elected board member. In that capacity, I have learned more about climate change and broadened the scope of my interest in environmental issues. I earned one of my highest grades this past semester in legal research and am anxious to put that skill into practice in the environmental area. Prior to law school I taught English as a Second Language as part of a ministry program. As a teacher, I learned to communicate effectively with supervisors and students. My passion for the environment, research ability and communication skills would be an asset to the EPA.

I will be in the Philadelphia area in March and welcome the opportunity to meet with you or one of your colleagues to learn more about the internship and to share my thoughts on why I would be an asset to the program. I will contact you in a few weeks to confirm that you received this letter and my enclosed resume and to see if there is a convenient time for us to meet in March. In the meantime, if you have any questions, please contact me. Thank you for your consideration.

Sincerely,

*Your Signed Name*

Your Typed Name