

BASIC COVER LETTER FORMAT WITH EXPLANATORY ANNOTATIONS:

Basic Organizational Structure of the Letter:

Section 1:
(1) Who you are and (2) why you are writing

Section 2:
(1) Why you are interested and (2) why you are well qualified for the job

Section 3:
(1) Thank you and (2) follow-up logistics

April 8, 2020

John Q. Smith
Smith & Jones, LLP
1234 Main Street
Macon, GA 31209

Re: Application for Summer Internship Position

Dear Mr. Smith:

I am a rising second-year law student at the University of Georgia School of Law, and I am writing to apply for a position as a summer intern with your firm. **I grew up in Warner Robins and would like to practice in that area of the state**

I am interested in pursuing a career in litigation, and your firm's excellence in this area, in both its trial and appellate practices, is appealing to me. Currently, I am working as an intern in the DeKalb County District Attorney's office. Between college and law school, I worked as a litigation paralegal at the Williams Law Firm in Perry, Georgia. A summer internship at your firm would be invaluable to me in continuing to learn the different aspects of a litigation career. I also believe that my experiences would enable me to add value to your office as an intern.

Thank you for considering my application. My resume and transcript are enclosed, and please let me know if I can provide you with any additional information. I look forward to hearing from you.

Sincerely,

Seeking A. Lawjob

Enclosures

Seeking A. Lawjob
747 Legal Street
Athens, GA 30602
salawjob@uga.edu
(706) 123-4567

Always address the letter to a person, if at all possible.

Include a "re: line" so the recipient can quickly see what the letter is about

Put all of your contact information here in one place. Make sure it is consistent with what is on your resume.
By centering this and using a slightly smaller and different font, it makes a type of letterhead.

Using "Dear" and a colon at the end of the salutation is proper business etiquette. Do not use the addressee's first name unless you are very close friends with the person. Never use "To Whom it May Concern." If you do not have a person's name, then "Dear Sir or Madam" is better.

Never use contractions. Therefore, always write "I am," and never "I'm."

Often, employers want to know that you have a commitment to their geographic area, which you can indicate here. Also, if you are applying to an office with multiple locations, you might connect your local ties to the office in which you are interested, e.g. "I am particularly interested in your Macon office, because I grew up in that part of the state."

This paragraph will always need to be tailored to the position for which you are applying. This is the place to highlight your grades, past work experience, unique interests, people you know at the employer, etc. Add a second tailored paragraph if you need it, but keep your letter to one page.

Always close with a statement of appreciation for their time and attention.

Use this paragraph to indicate any follow-up. For example, if this student were going to be in Macon in the near future, her final paragraph might have been: "Please let me know if I can provide you with any additional information. I am going to be in Macon during the week of August 11 and would welcome the chance to meet with you in person. Meanwhile, thank you for considering my application."