



Georgia Law Office of Career Development
Sample Cover Letter

COVER LETTER FOR AN APPLICATION TO A JOB POSTING WITH NO CONTACT NAME:

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

May 1, 2020

Super, Duper & Kerfloopster, LLP
Suite 1900, 1 Peachtree Street, NW
Atlanta, Georgia 30303
Attn: Recruiting Coordinator

Re: Application for Dallas Litigation Associate Position

Dear Sir or Madam:

I am a third-year law student at the University of Georgia School of Law, and I am writing to apply for the litigation associate position in your Dallas office. I am scheduled to graduate later this month and take the Texas bar exam in July.

I am interested in pursuing a career in litigation, and your firm has an excellent reputation in this area. Also, I have family in Fort Worth, and therefore a position in the Dallas-Fort Worth area would be ideal.

In addition, my credentials and experience are an excellent fit for this position. I participated in Georgia Law's highly accomplished moot court program throughout law school, and last year, my team won best brief at one competition and placed second overall at another. Additionally, I performed well in key litigation oriented classes in law school, including evidence, civil procedure, federal courts, and appellate litigation.

This past summer, I interned for the Western Circuit District Attorney's Office (in Athens, Georgia), where I had the opportunity to gain significant hands-on experience working with prosecutors handling major felony trials. I was also able to try misdemeanor cases myself under Georgia's Third Year Practice Act. During the prior summer, I interned for a superior court judge and conducted extensive research and drafted numerous bench memos and court orders, including a published opinion.

Enclosed you will find my resume and a copy of my unofficial law school transcript. If you need additional information, please do not hesitate to contact me. I appreciate your consideration and am available for an interview at your convenience.

Sincerely,

/s/

Seeking A. Lawjob

Enclosures