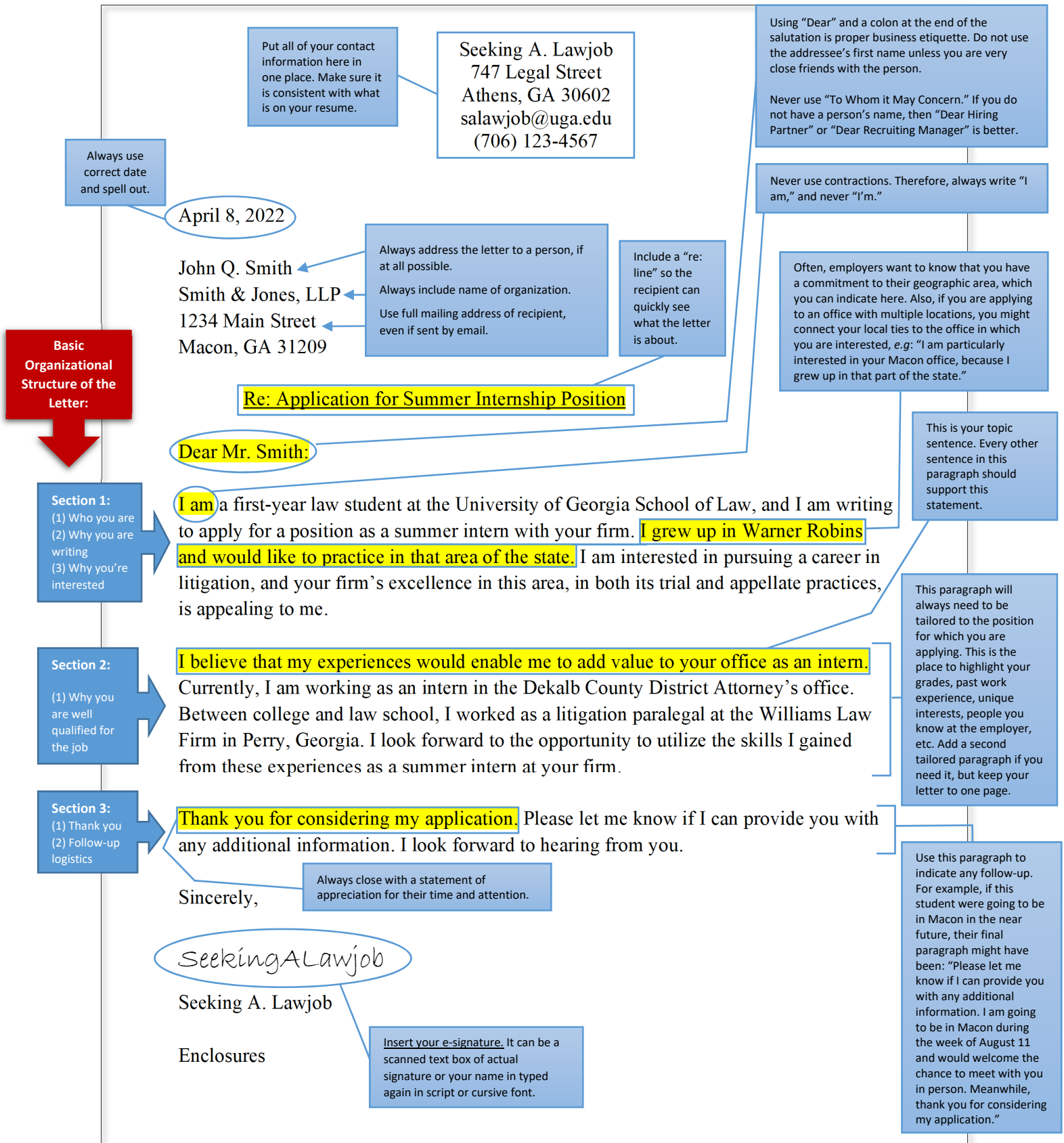


BASIC COVER LETTER FORMAT WITH EXPLANATORY ANNOTATIONS:



Put all of your contact information here in one place. Make sure it is consistent with what is on your resume.

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

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 Hiring Partner" or "Dear Recruiting Manager" 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 is your topic sentence. Every other sentence in this paragraph should support this statement.

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.

Use this paragraph to indicate any follow-up. For example, if this student were going to be in Macon in the near future, their 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."

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

Insert your e-signature. It can be a scanned text box of actual signature or your name in typed again in script or cursive font.

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

April 8, 2022

Re: Application for Summer Internship Position

Dear Mr. Smith:

I am a first-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.

I believe that my experiences would enable me to add value to your office as an intern. 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. I look forward to the opportunity to utilize the skills I gained from these experiences as a summer intern at your firm.

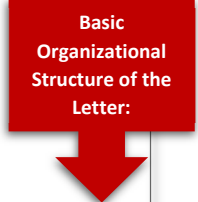
Thank you for considering my application. Please let me know if I can provide you with any additional information. I look forward to hearing from you.

Sincerely,

SeekingALawjob

Seeking A. Lawjob

Enclosures



Section 1:
(1) Who you are
(2) Why you are writing
(3) Why you're interested

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

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