

SAMPLE COVER LETTERS

Kaitlyn J. Sanders

1500 Pearl St. #103

Denver, CO 80203

Ms. Nardos Lemma
Assistant to the Legal Director
Center for Constitutional Rights
666 Broadway, 7th Floor
New York, NY 10012

RE: Ella Baker Internship Application

Dear Ms. Lemma:

I have worked with U.S. permanent residents from Iran who are detained because they are from Iran and with day laborers who work and are not paid because their employers can get away with it. I have also worked with women who have been raped and beaten, yet when the police show up, the woman is arrested. These experiences are the reasons I went to law school and they are the reasons I want to work for social change at the Center for Constitutional Rights.

My first semester of law school, I wrote a paper on the revival of the Alien Tort Claims Act. This paper was my introduction to the CCR. I was captivated by the work CCR has done in the past and equally so with the checks CCR provides on the government and multi national corporations today.

Since August, I have been working with a group of law students to bring accountability to employers who exploit day laborers. The problem is huge. Employers, from small cleaning companies to large construction firms building expensive lofts, hire undocumented workers and take advantage of their vulnerable status by not paying them. We found a criminal statute in Colorado that spells out that these actions are criminal. However, the statute has never been enforced. At this time, we have formed a community coalition, and are working toward the enforcement of this statute.

Last summer, I created a pro bono immigration project at a domestic violence shelter. I recruited over twenty-five immigration lawyers to donate a case to the shelter. Law students are now working to put the cases together. With this project, legal representation is now assured for a population that might not otherwise be guaranteed legal representation.

My interest is focused on the ability to positively effect social change through litigation, whether it is corporate accountability, international human rights or social and economic justice. CCR would allow me to use my skills and experiences to make contributions in these areas.

I look forward to having an opportunity to discuss my interest in CCR and the internship in an interview. I will contact you in a week to follow up on the status of my application.

Sincerely,

Kaitlyn J. Sanders

Kaitlyn J. Sanders

Enclosures

Mary Jones

1357 Main Street, Apt. A
Denver, CO 80000

August 20, 2003

John Smith
Human Resources Director
Juvenile and Family Services Department
2468 Broadway, Room 214
Kansas City, MO 60000

Re: Attorney Position in Juvenile and Family Services Department

Dear Mr. Smith:

My interest in family and juvenile justice is the reason for contacting you. I spent the last five years dedicating myself to these issues. They are the reason I attended law school, and they underscore my interest in becoming a lawyer in your office.

I know from recent articles that your office has been on the cutting edge of designing and implementing innovative strategies in representing the victims of domestic violence. With my background and experience, I can make valuable contributions to this important work you do. From my enclosed resume you will note that as a victim's advocate in the Jackson County District Attorney's Office, I developed a solid understanding of the complexities of family and partner violence and provided advice and support to effectively protect and promote clients' rights and needs. My authorship of key parts of a Domestic Violence Legal Manual used statewide in Missouri has also contributed to the crucial work local law enforcement and battered women's shelters perform.

Missouri is my home, and I am committed to return there to work as a lawyer promoting the issues of family and juvenile justice. I would very much appreciate having the opportunity to meet with you at a personal interview to discuss how I could marshal my experience, skills, and profound interest in this area of law to serve your office and its clients and make vital contributions to the work your office does for women and children in Kansas City. I will call your office next week to arrange a time when we might be able to get together. If you have any questions before then, please call or e-mail me at 303-123-4567 / maryjones@email.com.

Thank you for your consideration.

Sincerely,

Mary Jones

Mary Jones

Enclosure

Samantha Stewart

1234 E. Curry Lane
Denver, Colorado 80123

May 22, 2003

Mr. John Jefferson
Good, Better & Best, LLP
4800 North Broadway
Denver, Colorado 80001

Dear Mr. Jefferson:

I am a second year law student at the University of Denver College of Law. I am applying for an associate position at Good, Better & Best. Carol Hanover, my professor of Criminal Procedure, suggested that I apply to your firm. She describes Good, Better & Best as a well-respected criminal defense law firm that has successfully handled many challenging cases.

As my resume reflects, I am currently working as an intern at the District Attorney's Office in Douglas County where I have gained significant experience assisting in trial preparation. Additionally, I participated successfully as a member of the ATLA Trial Team, recently reaching the National Competition Level. In both capacities, I continue to sharpen my public speaking, evidentiary, and writing skills. My research skills have improved as a result of my work as Research Assistant to D.U. Law Professor Ved Nanda and as Technical Editor for the *Denver Journal of International Law and Policy*.

I am extremely disciplined and accustomed to setting goals and working hard to achieve them. My consistently high grade point average is indicative of my ability to manage several tasks simultaneously. The skills and experience gained through balancing work, leadership positions and academics will enable me to make an immediate contribution to your office.

Enclosed are my resume and transcript. If you require additional materials, please let me know. I look forward to meeting with you regarding the associate position. Thank you in advance for your consideration of my application.

Sincerely,

Samantha Stewart

Samantha Stewart

Enclosure

James Johnson

789 First Street
Denver, Colorado 80202

April 1, 2003

Mr. Bart Miller
Land and Water Fund of the Rockies
2260 Baseline Road, Suite 200
Boulder, Colorado 80302

Dear Mr. Miller:

I am a first year law student at the University of Denver College of Law seeking a summer internship with the Land and Water Fund of the Rockies. Your organization's goals of environmental protection and restoration are very much in keeping with my career objectives and passion for the Rocky Mountain region.

I have strong capabilities as a writer and editor. As an undergraduate at the University of Pennsylvania, I wrote and edited articles for the school newsletter while pursuing a major in English. While working for the XYZ Pharmaceutical Company in California, I further honed these skills, drafting and revising documents to comply with the strict federal requirements of the Food and Drug Administration.

I chose to attend the University of Denver because of my love for the region and focus on environmental law and conservation. I am Vice President of the Environmental Society at the law school. In that capacity, I organize and supervise fundraising events, assist in the planning of appellate competitions, and coordinate student memberships. As my GPA of 3.85 reflects, my extracurricular activities have not detracted from my academic studies.

I would highly value the opportunity to make a contribution to the Land and Water Fund this summer. I am willing to work on a volunteer basis and will be available for up to twenty hours per week after Memorial Day. I look forward to the opportunity to meet with you and further discuss my qualifications for an internship position in your office. Thank you.

Sincerely,

James Johnson

James Johnson

Enclosure

Andrew Ryan
6000 South Quebec Street
Englewood, Colorado 80110

March 3, 2003

Ms. Alice McVey
McVey, Laird & Chien, LLP
750 Broadway, Suite 900
Denver, Colorado 80290-1901

Dear Ms. McVey:

I graduated from the University of Denver College of Law in December and took the bar examination in February. I am interested in applying for an associate position with McVey, Laird & Chien. My research indicates that your firm specializes in insurance defense, which is an area in which I have substantial experience for a recent law school graduate.

As a clerk for an auto subrogation firm during the past two years, I was exposed to a tremendous variety of insurance issues in connection with civil litigation. Due to the extremely hectic caseload of the firm, I assumed a great deal of responsibility. I quickly became adept at multi-tasking and prioritizing in order to expedite the processing stages of initial lawsuits while still continuing to work on active cases. I honed my writing skills significantly while drafting litigation documents for county and district courts. The firm was very pleased with my work but unfortunately has no permanent positions available right now.

Before attending law school, I worked for four years for the insurance broker ABC & Company. In that position, I worked closely with national insurance carriers, which gave me additional experience with the insurance industry. Working under tight deadlines and mediating between opposing parties, I developed the ability to work well under pressure. I received the "Peak Performer" award for my performance during the fourth quarter of 1999 and the first quarter of 2001.

I have enclosed my resume and transcript, for your consideration. I look forward to discussing my qualifications for the associate position in more detail with you. Thank you in advance for your consideration of my application.

Sincerely,

Andrew Ryan

Andrew Ryan

Enclosure