

SAMPLE COVER LETTER #1: FIRST-YEAR STUDENT

123 York Street, Apt. 21K
New Haven, CT 06511
(617) 860-4569

December 1, 20XX

Ian Marcus Amelkin, Esq.
Assistant Federal Defender
Federal Defenders of New York
52 Duane Street, 10th Floor
New York, NY 10007

Dear Mr. Amelkin [or Dear Ian Marcus Amelkin]:

I am a first-year student at Yale Law School and am seeking a summer intern position in the Manhattan office of the Federal Defenders of New York for summer 2019. I worked in New York City for several years before law school, and I plan to return to the area following graduation. If funding is not available for summer interns in your office, Yale is able to fund my employment.

I am interested in the Federal Defenders because of its client-centered and holistic approach to indigent defense, as well as its ongoing commitment to society's most vulnerable members. As an undergraduate, I interned at the Public Defender Agency of Massachusetts, and I was struck by the horrors of mass incarceration and the disparate impact our nation's harsh criminal justice system has on poor and minority communities.

After graduation, I worked for the Mayor's Office in New York City, where I helped manage a cognitive behavioral therapy program for incarcerated adolescents. Working directly with those affected by the system has been the most formative work I have done, and I ultimately decided to attend law school because of my passion for direct services and desire to pursue public defense. At Yale, I am involved with the Capital Assistance Project, which aids public defenders across the country in their capital defense work, and I plan to further my understanding of the criminal justice system through clinical opportunities in the spring.

As requested, I have attached a resume, transcript and writing sample. For your information, first-term courses for first-year students are graded on a credit/fail basis. I look forward to the opportunity to speak with you further about the ways in which I can make a positive contribution to your office and your clients. Thank you for your consideration.

Sincerely,

Jessica Jones

Jessica Jones

SAMPLE RESUME #1: FIRST-YEAR STUDENT

JESSICA JONES

jessica.jones@yale.edu ♦ (617) 860-4569 ♦ www.linkedin.com/in/jessica-jones

123 York St., Apt. 21K, New Haven, CT, 06511

EDUCATION

YALE LAW SCHOOL, New Haven, CT

J.D. expected, June 20XX

Activities: Temporary Restraining Order Project, Volunteer
Yale Journal of Law & Feminism
Yale Law Women

NORTHWESTERN UNIVERSITY, Evanston, IL

B.A., *summa cum laude*, History and Psychology, May 20XX

Honors: Phi Beta Kappa

Study Abroad: Danish Institute for Study Abroad, Copenhagen, Denmark, Fall 20xx

Activities: Northwestern Interdisciplinary Law Review, Editor-in-Chief
Peer Health Exchange, Leadership Council and Health Educator
The Northwestern Relationships Lab, Research Assistant
Dance Marathon Fundraiser, Dancer and Committee Member

EXPERIENCE

CAPITAL ASSISTANCE PROJECT, New Haven, CT

Fall 20XX

Student Volunteer

In partnership with the ACLU Capital Punishment Project, provide legal research and writing support for indigent clients facing the death penalty.

THE PARTNERSHIP FOR A NEW AMERICAN ECONOMY (PNAE), New York, NY

20XX - 20XX

Program Manager for Operations (Jan. 20XX – June 20XX), Policy Advisor (Feb. 20XX – Dec. 20XX)

Produced policy reports and ads on the economic benefits of comprehensive immigration reform (CIR). Wrote op-eds on behalf of business, tech, and agriculture leaders in support of CIR. Organized nationwide events with stakeholders, advocates, and elected officials. Created and oversaw protocols for PNAE's internal operations and external communications. Managed the recruitment, hiring, and integration of new employees.

THE NEW YORK CITY MAYOR'S OFFICE, New York, NY

20XX - 20XX

Special Assistant to Chief of Staff, Office of Deputy Mayor for Health and Human Services

Helped implement and track the nation's first Social Impact Bond (SIB), designed to lower recidivism rates by providing services to incarcerated youth. Solicited and evaluated SIB proposals. Served as City Hall liaison to the Department for the Aging.

PUBLIC DEFENDER AGENCY OF MA, YOUTH ADVOCACY DIVISION, Roxbury, MA

Summer 20XX

Intern

Created fact sheets on racial and economic issues related to the criminal justice system. Developed training materials used in statewide seminars for juvenile justice attorneys. Prepared convicted felon's Innocence Project application.

THE GO PROJECT, New York, NY

Summer 20XX

Teaching Assistant

Worked with a class of 15 rising, low-income 4th graders struggling academically and socially. Led small work groups in math, reading, and writing.

SKILLS AND INTERESTS

Proficient in Spanish. Enjoy adventure travel, outdoor activities, and everything related to food.

SAMPLE COVER LETTER #2: FIRST-YEAR STUDENT

P.O. Box 208203
New Haven, CT 06520-8203
(203) 432-8000

December 1, 20XX

Jeanne E. Cole-Amos
Assistant Director of Personnel & Planning
Office of the Attorney General
900 East Main Street
Richmond, VA 23219

Dear Ms. Cole-Amos [or Dear Jeanne E. Cole-Amos]:

I am a first-year student at Yale Law School and am seeking a position in the Attorney General's Office for Summer 20XX. My family resides in Arlington, and I plan to return to the area following my law school graduation. If funding is not available for summer interns in your office, Yale is able to fund my employment.

My background and interests are well-suited to the work conducted by your office generally, and the Civil Law Division in particular. As an undergraduate, I learned about the trial process through my work as a counselor and student judge for the University Judiciary Committee. I enjoyed interviewing and preparing witnesses for hearings, analyzing the facts of cases, and drafting opinions.

I will be in Virginia from December 23 to January 2 and would welcome the opportunity to speak to you about a position as a summer intern in the Office of the Attorney General. I will call your office later this month to see if an interview might be arranged during that time. Thank you for your consideration.

Sincerely,

John Q. Student

John Q. Student

JOHN Q. STUDENT

john.student@yale.edu

CURRENT ADDRESS

P.O. Box 208203
New Haven, CT 06520-8203
(203) 432-8000

PERMANENT ADDRESS

10035 Arrow Drive
Arlington, VA 22111
(703) 555-1212

EDUCATION

YALE LAW SCHOOL, New Haven, Connecticut

J.D. expected, June 20XX

Activities: *Yale Journal on Regulation*, Editor
Asian Pacific American Law Students Association

UNIVERSITY OF VIRGINIA, Charlottesville, Virginia

B.A., *summa cum laude*, History and Economics, May 20XX. GPA 3.89

Honors: Phi Beta Kappa
Duncan Clark Hyde Award for Highest GPA in Economics Department
Distinguished Majors Program in Department of History

Thesis: *Extremism in the Pursuit of Liberty: Activism in the ACLU in the Late 1960's*

Activities: Jefferson Literary and Debating Society

EXPERIENCE

LOWENSTEIN PROJECT WITH WORLD HEALTH ORGANIZATION, Yale Law School Fall 20XX

Volunteer

Conduct legal research and draft materials for publication on organization's website. Topics of articles include refugee rights and international health issues.

SOUTHEASTERN RURAL MENTAL HEALTH CENTER, University of Virginia Summer 20XX

Research Assistant

Revised and critiqued articles in preparation for submission to professional journals. Collaborated with researchers investigating physical and mental health care among rural, minority and impoverished populations in Virginia.

UNIVERSITY JUDICIARY COMMITTEE, University of Virginia

Student Judge 20XX-20XX

Heard cases, conferred with counselors, drafted rulings, and implemented sanctions for violations of the University Standards of Conduct.

Counselor 20XX-20XX

Counseled students accused of violating University Standards of Conduct through trial process. Investigated facts, interviewed and prepared witnesses, and determined case strategy in preparation for trial. Represented students at trial by examining witnesses and arguing before the judiciary committee.

SKILLS/INTERESTS

Proficient in Spanish. Enjoy marathon running and playing drums.

SAMPLE COVER LETTER #3: FIRST-YEAR STUDENT

344 Whitney Avenue
New Haven, CT 06511
(203) 555-1212

December 1, 20XX

Alberta Baigent
Recruitment Director
Curtis, Mallet-Prevost, Colt & Mosle
101 Park Avenue
New York, NY 10178-0061

Dear Ms. Baigent [or Dear Alberta Baigent]:

I am a first-year student at Yale Law School seeking a position with Curtis, Mallet-Prevost for Summer 20XX. I am a native New Yorker and am focusing my summer job search in New York City.

I am interested in your firm because of its focus in international law generally and more particularly because of your firm's presence in France and numerous French clients. Having lived and studied in Paris for one year during college, and having served as a teaching assistant for French courses, I am fluent in the language and knowledgeable about French culture. My degree in International Relations has provided me with an understanding of many of the complex issues facing businesses with the increase in globalization. I plan to further my understanding of these issues as a member of the *Yale Journal of International Law*.

I am confident that my background and experience will enable me to make a positive contribution to your clients. I look forward to hearing from you soon.

Sincerely,

Jane Doe

Jane Doe

JANE F. DOE

Current Address: 344 Whitney Avenue • New Haven, CT 06511 • (203) 865-8000 • law.student@yale.edu
Permanent Address: 40 West 72nd Street • New York, NY 10023 • (212) 555-1212 • lstudent@aol.com

EDUCATION

YALE LAW SCHOOL, New Haven, Connecticut

Candidate for J.D., June 20XX

Activities: *Yale Journal of International Law*
Black Law Students' Association

BROWN UNIVERSITY, Providence, Rhode Island

A.B., *summa cum laude*, International Relations, May 20XX

Honors: Phi Beta Kappa
Activities: *Brown Daily Herald*, Staff Writer
Brown Community Outreach Program, Volunteer
Women's Soccer Team, Captain

COLUMBIA UNIVERSITY REID HALL PROGRAM, Paris, France

Junior Year Abroad 20XX-20XX

Completed courses in French language and culture in cooperation with the University of Paris.

EXPERIENCE

LOWENSTEIN HUMAN RIGHTS PROJECT, Yale Law School Spring 20XX
Working with the World Organization for Human Rights, USA on a report reviewing U.S. compliance under the Convention Against Torture.

TRAVEL TO EUROPE 20XX-20XX
Self-funded solo travel to major cities and rural areas in Europe.

MATH IS FUN, Providence, Rhode Island 20XX-20XX
Cofounder and President. Developed program to improve math skills of fourth and fifth graders. Wrote program manual, hired instructors, and provided training on program's teaching technique. Supervised instructors' tutoring sessions. Wrote, secured, and administered grant from Math Foundation to fund the program.

DEPARTMENT OF FRENCH STUDIES, Brown University Spring 20XX
Teaching Assistant. Taught beginning and intermediate French to 30 undergraduate students. Graded exams and papers, conducted small group sessions for students, and held weekly office hours.

INTERESTS

Enjoy hot-air ballooning and playing soccer.

SAMPLE COVER LETTER #4: FIRST-YEAR STUDENT

1675 Orange Street
New Haven, CT 06520
(203) 555-7392

December 10, 20XX

Karen D. Smith
Hiring Attorney
Environmental Defense Fund
1405 Arapahoe Avenue
Boulder, CO 80302

Dear Ms. Smith [or Dear Karen D. Smith]:

I am a first-year student at Yale Law School and am seeking a summer intern position at the Environmental Defense Fund for Summer 20XX. If the EDF does not have funding for summer interns, my work could be funded by Yale, which provides stipends to students doing public interest work during the summer. I am particularly interested in EDF because of its interdisciplinary approach to solving environmental problems and its leading role in international environmental issues. This approach would fully utilize my academic preparation, work experience, and energy.

I chose my undergraduate degree in biochemistry because of my interest in environmental defense. Through my work on OSHA compliance and pesticide testing, I enhanced this knowledge. I would like to couple that experience with my new legal research and writing skills. My experience in the environmental law field as a research intern at the Sierra Club, and as a fundraiser and activist with the Fund for Public Interest, has provided me with a firm foundation for understanding current legal challenges in the field and the skills to assist you in meeting these challenges.

I will be in Washington from January 4 to January 15, 20XX and would welcome the opportunity to speak with you or others about a summer internship. I will call your office in late December to see whether an interview might be arranged during this period.

Thank you for your consideration.

Sincerely,

Jane Smith

Jane Smith

JANE SMITH

1675 Orange Street ▪ New Haven, CT 06520 ▪ (203) 555-7392
jane.smith@yale.edu ▪ www.linkedin.com/in/jane-smith

EDUCATION

YALE LAW SCHOOL

J.D. expected, June 20XX

Activities: Environmental Law Association
Yale Law and Policy Review, Edit team

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

B.S. in Biochemistry, June 20XX

Honors: magna cum laude
Morehead Scholar – awarded for academic excellence and demonstrated leadership ability
Phi Beta Kappa
Eric Svensson Book Prize for Excellence in the Arts
Thesis: “Transport Fate of Ammonium in Waterlogged Soils,” published in *Biogeology & Chemistry*, March 20XX

EXPERIENCE

FUND FOR PUBLIC INTEREST, Washington, DC 20XX-20XX

Fundraiser/Activist. Organized and coordinated membership drives within professional organizations and colleges for US PIRG, a national environmental lobby group. Developed and oversaw publication of informational material detailing the organization’s environmental work.

SIERRA CLUB, Washington, DC Summer 20XX

Research Intern. Researched and wrote political advocacy and public education materials for Russian environmental groups. Negotiated and served as a liaison among these groups to enhance cooperation on a national air-quality initiative.

SLACKCO CHEMCOR, Bethesda, Maryland 20XX-20XX

Research Assistant. Tested new chemical formulations for pesticide use and presented results at quarterly research team meetings. Wrote Hazardous Material Worksheets describing the uses and hazards of pesticides, in accordance with OSHA standards, for distribution with the pesticides.

HON. ALAN J. DIXON, U.S. SENATE, Washington, DC Summer 20XX

Intern. Wrote issue briefs for Senator Dixon. Researched legislative issues and wrote letters on behalf of the Senator to address concerns of constituents.

INTERESTS

Fluent in Russian. Enjoy jazz saxophone.

SAMPLE COVER LETTER #5: FIRST-YEAR STUDENT

55 Edgewood St.
New Haven, CT 06511

December 15, 20XX

Deborah Davis
Staff Attorney
Farmers' Legal Action Group, Inc.
46 E. 4th St., Suite 1301
St. Paul, MN 55101-1109

Dear Ms. Davis [or Dear Deborah Davis]:

I am a first-year student at Yale Law School seeking a summer internship working on the legal issues surrounding farming. I worked for your former classmate, Tara Lewis, at the College of Agriculture and Life Sciences at Cornell University. She recommended that I contact you knowing that your organization deals with the issues that most interest me. Your work on behalf of minority farmers fighting discrimination in agricultural policies is of particular interest, though I would gladly work in any of your focus areas.

I have had a long-standing interest in agriculture, which is why I pursued an undergraduate degree in plant breeding. Although I find my scientific background provides a terrific framework for understanding the farmers' concerns, since my undergraduate days my interests have turned more to include the social, legal, and policy issues surrounding the farming industry. I have also sought information about international agricultural techniques and policies as a student in Australia.

I look forward to the opportunity to speak with you further and would be delighted at the chance to interview with someone in your office. I will contact you at the beginning of January to see whether an interview might be arranged.

For your information, Yale would fund my work at your office if you do not have funding for summer interns. Thank you for your consideration.

Sincerely,

Jack Jones

Jack Jones

JACK JONES

55 Edgewood Avenue, New Haven, CT 06511

(203) 555-2526

jack.jones@yale.edu

EDUCATION

Yale Law School, New Haven, Connecticut

J.D. expected, 20XX

Activities: *Yale Journal of Law and the Humanities*, Edit team

Cornell University, Ithaca, New York

B.S. in Plant Breeding, 20XX

Honors: Degree awarded with distinction

Phi Kappa Phi Honor Society

Spencer and James E. Rice Writing Prizes

Ring Memorial Award for Excellence in Plant Sciences

EXPERIENCE

Yale Environmental Law Association, Yale Law School

Fall 20XX

Researcher for the Sierra Club

Conduct research and draft legal arguments on the use of wind power plants and the Department of Defense Interim Windmill Policy.

Medical College of Virginia, Richmond, Virginia

20XX-20XX

Telemedicine Initiative, Assistant Director

Organized, administered, and promoted telemedicine pilot project in Ecuador that allowed surgeons at a centrally located hospital to conduct pre- and postoperative consultation with patients in the rainforest via televideo. Interviewed patients, ensured Internet transmission of digital video, compiled economic and health care data, and wrote several reports regarding the economic viability of the project.

Yale Medical School, New Haven, Connecticut

20XX-20XX

Department of Surgery, Assistant to Chair

Edited and researched articles for journal publication. Assisted surgeon and medical school department chair with scheduling, event planning, and travel coordination.

Cornell University, Ithaca, New York

20XX-20XX

Research Assistant

Developed and conducted molecular biology research project investigating plant pathogens. Conducted plant genetics experiments designed to breed desirable traits. Wrote reports and presented orally to members of the research group.

SKILLS AND INTERESTS

Fluent in Spanish. Interests include writing fiction, playing soccer, and backpacking in national parks.

SAMPLE COVER LETTER #6: FIRST-YEAR STUDENT

Jane Doe

265 College St., Apt. XX · New Haven, CT, 06510
(XXX) XXX-XXXX · jane.doe@yale.edu

December 1, 20XX

John Doe
Federal Reserve Bank of New York
33 Liberty Street
New York, NY 10045

Dear Mr. Doe,

I am a first-year student at Yale Law School applying for the legal clerkship position at the New York Fed for Summer 20XX. I believe strongly in the Fed's mission, and I hope to better understand the role of legal counsel in achieving the Bank's goals. Whether helping to oversee transactions, review litigation, or advise senior management, I am excited to make a positive contribution and to gain insight into the intersection of law and finance.

My academic experience leaves me well-positioned to succeed at the Fed. I arrived at law school with knowledge in economics and accounting through my undergraduate business classes. At Yale, I have become interested in learning about the legal mechanisms that support financial integrity. My participation on the *Yale Journal on Regulation* has exposed me to scholarship on financial regulation, a subject I will pursue in greater depth in my upcoming courses this spring. I have also developed excellent legal research and writing skills that I am eager to put to practical use.

I offer, finally, a demonstrated commitment to public service. I previously worked at Senator Gillibrand's office in New York, where I found assisting constituents to be both engaging and meaningful. I have cultivated a service-oriented mindset through my time not only in government but at legal aid organizations as well. Given my background, I look forward to the possibility of clerking in the Second Federal Reserve District this summer.

My resume, writing sample, and undergraduate transcript are attached, and I will send my law school transcript as soon as it becomes available. I welcome the opportunity to speak with you about a position as a Summer Law Clerk and can be reached at XXX-XXX-XXXX or jane.doe@yale.edu. Thank you for your time and consideration.

Sincerely,
Jane Doe

SAMPLE RESUME #6: FIRST-YEAR STUDENT

Jane Doe

265 College St., Apt. XX · New Haven, CT, 06510
(XXX) XXX-XXXX · jane.doe@yale.edu

EDUCATION:

YALE LAW SCHOOL, New Haven, CT

J.D. expected, June 20XX

Activities: *Yale Journal on Regulation*, Lead Editor
Yale Law Women, Community Engagement Committee
Yale Asian Pacific American Law Students Association

COLUMBIA UNIVERSITY, New York, NY

B.A., *magna cum laude*, History and Political Science, Concentration in Business Management, May 20XX

Honors: Phi Beta Kappa
Departmental Honors—awarded to ten percent of graduating history majors on the basis of strong performance in coursework and excellent senior thesis
Feigenbaum Prize—faculty-administered award for one student who demonstrates academic excellence in college-wide Literature Humanities course

Activities: *Journal of Politics and Society*, Managing Editor
Community Impact, ESL Teacher

New York City Department of Education Mentoring Program, Branch Coordinator and Mentor

Thesis: “The People’s Institute: Working-Class Immigrant Political Participation in Public Lectures, 1897-1917”

EXPERIENCE:

CIVIL RIGHTS PROJECT, Yale Law School

Fall 20XX

Volunteer. Conduct legal research for Bronx Defenders, public defender’s office in New York City. Draft memorandum on local housing laws with a team of five under the direction of a supervising attorney.

GETO & DE MILLY, New York, NY

Summer 20XX

Public Affairs Intern. Managed government and community relations for diverse clientele, from small non-profits to Fortune 500 corporations. Conducted research on local regulatory landscape for real estate developers and large food and drink companies. Published promotional content for the Brooklyn Book Festival, which attracted over 45,000 attendees. Lobbied on behalf of anti-recidivism non-profit to secure \$150,000 increase in annual municipal funding.

PROF. RODOLFO DE LA GARZA, Columbia University

Fall 20XX – Spring 20XX

Research Assistant. Gathered data from exit polls, U.S. Census, and Pew Research to perform state-by-state analyses of Latino political influence. Evaluated quantitative and qualitative changes to the Latino vote in U.S. presidential elections from 2000 to 2016. Reviewed media and academic scholarship for relevant findings.

U.S. SENATOR KIRSTEN GILLIBRAND, New York, NY

Summer 20XX

Constituent Affairs Intern. Worked with Senator’s legal counsel to resolve constituent issues regarding immigration and international travel. Drafted 50 congressional inquiries, letters of support, and requests for expeditious processing to USCIS and the Department of State. Organized case files for 300 unique constituents, providing verbal and written guidance on avenues for assistance.

INTERNATIONAL RESCUE COMMITTEE, Dallas, TX

Summer 20XX

Legal Intern. Prepared and filed 75 petitions for citizenship, permanent residence, work authorization, asylum, and deferred action. Wrote legal arguments and compiled evidence and affidavits for complex refugee family reunification cases. Scheduled appointments, updated case notes, and communicated status updates to clients.

INTERESTS: watching movies, cooking, painting

SAMPLE COVER LETTER #7: FIRST-YEAR STUDENT

100 Wall Street Apt. 12A
New Haven, CT 06510
123-456-789

December 1, 20XX

Ms. Michelle Yang
Director, Legal Recruiting
Simpson Thacher & Bartlett LLP
425 Lexington Avenue
New York, New York 10017

Dear Ms. Yang,

I am a first-year student at Yale Law School and am seeking a 1L position at Simpson Thacher's New York office for summer 20XX. Having lived in Europe and Asia, I am drawn to Simpson Thacher's global law firm environment and am especially interested in your firm's corporate and tax practices. As a first generation Asian American, I am enthusiastic about Simpson Thacher's Diversity Mentoring Program and its attorney affinity groups.

My background and qualifications are particularly suited to your firm. At Yale Law School, I have developed a keen interest in transactional work and legal writing by participating in the Vis International Commercial Arbitration Moot. During this competition, I have conducted extensive research on a cross-border contract dispute and drafted briefs on complex legal issues. As an editor on the *Yale Journal of International Law*, I have enhanced my knowledge of legal scholarship and my attention to detail in reviewing legal writings, documents, and citations.

Prior to law school, I received my Ph.D. from Yale, where I wrote my dissertation classical legal theory. In the course of my graduate career, I have honed my research, writing, and analytical abilities, cultivating at the same time a strong aptitude for leadership. While serving as the secretary of the Yale Graduate Student Assembly, I led an elected body of 80 representatives to successful advocacy and concrete improvements in graduate student life. These academic achievements and transferable skills will enable me to make a valuable contribution to your clients.

I have been a passionate advocate for diversity and inclusion in academia. As part of my engagement with these issues on campus, I served on a university-wide advisory group on diversity, inclusion, and equity. I also plan to foster inclusion and a sense of belonging in the law school community, serving as a 1L representative for professional development for the Asian Pacific American Law Students Association.

Thank you very much for your consideration. I look forward to hearing from you soon.

Sincerely,

1L Student

SAMPLE RESUME #7: FIRST-YEAR STUDENT

1L STUDENT

Email: 1l.student@yale.edu

• 100 Wall Street, New Haven, CT 06510

• Cell: 123-456-7890

EDUCATION

YALE LAW SCHOOL, New Haven,

Connecticut Candidate for J.D., June 20XX

Activities: Editor, *Yale Journal of International Law*
Research Assistant, Professor Law
Yale University Student Advisory Group on Diversity, Equity, and Inclusion
Asian Pacific American Law Students Association

YALE UNIVERSITY, New Haven, Connecticut

Ph.D., Classics and Philosophy, May 2018

Dissertation: *Aristotle's Analytical Jurisprudence*
Research and conference presentations on statutory interpretation and legal theory
Honors: Mellon Fellowship, Bradford Fellowship
Activities: Yale Tour Guide, Minorities and Philosophy, Yale World Fellows (Affiliate)

UNIVERSITY OF PENNSYLVANIA, Philadelphia, Pennsylvania

B.A., Classics (with distinction), Philosophy (with distinction), and History, May 20XX

Honors: *Summa cum laude*, Phi Beta Kappa, Senior Classics Prize
Activities: Editor-in-chief and editor, *Penn History Review*
Penn Cognoscenti; Penn Museum (Summer Fellow); Peer Advisor

EXPERIENCE

VIS INTERNATIONAL COMMERCIAL ARBITRATION MOOT, New Haven, Connecticut and Hong Kong

Participant

Fall 2018 – Spring 2019

Analyze a complex contractual dispute and research the law of international sales transactions. Draft claim memorials (briefs) and participate in oral arguments.

GRADUATE STUDENT ASSEMBLY, Yale University, New Haven, Connecticut

Secretary of the General Assembly and Representative

Summer 2015 – Spring 2018

Managed advocacy efforts of an elective body of 85 representatives. Authored a strategic plan outlining the short-term and long-term goals of the organization. Represented 700 students in a university committee for transforming a dorm building into a hub of teaching and learning; secured dedicated work space for graduate students. Improved organizational efficiency and internal governance by revising the bylaws. Liaised between the student body and the university administration.

YALE UNIVERSITY, New Haven, Connecticut

(Sole) Instructor

Fall 2015 – Spring 2018

Taught and devised course materials for undergraduate seminars. Lectured on Greek and Latin literature and philosophy. Facilitated class discussions and assessed academic performance. Mentored students and developed updated curriculum.

UNIVERSITY OF PENNSYLVANIA (LAW SCHOOL AND HISTORY DEPARTMENT), Philadelphia, Pennsylvania

Research Assistant

Fall 2008 – Spring 2012

Conducted research in modern European intellectual history and international and comparative law. Analyzed and summarized scholarly articles. Translated foreign legal documents into English.

J.P. MORGAN SECURITIES, Beijing, China

Summer Investment Banking Analyst

Summer 2010

Worked on the private placement of a major industrial corporation. Produced due diligence reports on compliance with Chinese securities regulations. Reviewed and met potential IPO clients.

SKILLS/INTERESTS

Grew up in six countries; avid traveler; skier. Languages: Ancient Greek, Latin, French (advanced), and Chinese (fluent).

SAMPLE COVER LETTER #8: FIRST-YEAR STUDENT

[REDACTED]
February 10, 20XX

Jonathan Algor, AUSA
Criminal Division – U.S. Attorney’s Office
271 Cadman Plaza E.
Brooklyn, New York 11201

Dear Mr. Algor,

I am a first-year student at Yale Law School seeking a summer internship in the Criminal Division (Brooklyn) of the US Attorney’s Office for the Eastern District of New York for the summer of 2020. I currently reside in Manhattan and plan on returning to NYC to work in public service following my graduation. I am also a native speaker of English and [REDACTED]. Yale Law School has generously agreed to provide me with funding for work over the summer.

I wish to spend my 1L summer learning from and working with the best legal practitioners in the US to help safeguard the federal rights and interests of millions of residents in NY. Whether it is through the prosecution of complex financial crimes, the prevention of anti-competitive behavior among companies, or the defense of civil cases in which the US is a party, the work of the USAO is absolutely critical to preservation of our Constitution and the faithful execution of federal laws. It is my hope that this summer fellowship will allow me to utilize my skills and interests in the areas of financial regulation, business organizations, and commercial crimes to help make NY a safer and more equitable city.

I believe that my academic background and professional experience will allow me to make valuable contributions to the USAO-EDNY. Having served as [REDACTED] on both the [REDACTED] [REDACTED] I have substantive experience editing manuscripts, providing written scholarly feedback, checking citations, and conducting advanced legal research into complex regulations. Recently, I was elected as [REDACTED] of [REDACTED] The [REDACTED] in courses highly relevant to my interests in the intersection of regulatory regimes, business law, and public finance. These courses include, Federal Income Taxation, Business Organizations, and International Business Transactions. Prior to law school, I obtained an MPhil from the [REDACTED] [REDACTED]

As a low-income first-generation immigrant [REDACTED] I am also deeply committed to public service, especially in the context of promoting access among underserved and underrepresented youths in my local community. At [REDACTED], I served as president of the [REDACTED] and led a 20-persons executive committee in the planning of new mentoring partnerships with local [REDACTED] schools and the development of programming for the second annual [REDACTED] [REDACTED]. After graduating from [REDACTED], I returned to NYC to work at [REDACTED] [REDACTED] – a non-profit education and leadership enrichment program dedicated to lowering the barriers to higher education for exceptional public-school students. Given my service-oriented background, I am looking forward to also participating in any educational and outreach initiatives on offer at the USAO.

I envisage the future path of my legal career as intertwined with commitment to public service and my passion for the study of regulatory regimes, business crimes prosecution, and public finance. For these reasons and more, I have submitted my application for your consideration. I look forward to your response.

Sincerely,
[REDACTED]

SAMPLE COVER LETTER #8: FIRST-YEAR STUDENT

EDUCATION

YALE LAW SCHOOL – New Haven, Connecticut

Class of 2022

J.D. Candidate

Academics: *Yale Journal on Regulation* – [REDACTED]

Yale Law & Policy Review – [REDACTED]

Financial Markets & Corporate Law Clinic – Jon Macey, *Sam Harris Professor of Corporate Law*

Lawyers as Leaders Reading Group [REDACTED] – Heather Gerken, *Dean of Yale Law School*

Research Assistant to Henry Hansmann, *Oscar M. Ruebhausen Professor Emeritus of Law*

Research Assistant to Daniel Markovits, *Guido Calabresi Professor of Law*

Activities: Yale Law & Business Society (YLBS) – [REDACTED]

First Generation Professionals (FGP) – [REDACTED]

Asian Pacific American Law Students Association (APALSA) – [REDACTED]

Paul Tsai China Center (PTCC) – [REDACTED]

KING'S COLLEGE, UNIVERSITY OF CAMBRIDGE – Cambridge, United Kingdom

Class of 2018

M.Phil. in Political Thought and Intellectual History – [REDACTED]

Dissertation: *Grotius, Contracts, and the Anglo-Dutch Colonial Conferences of 1613 and 1615*

PRINCETON UNIVERSITY – Princeton, New Jersey

Class of 2017

B.A. in Politics (focus in Political Theory) – *magna cum laude*

Certificates in Values & Public Life (Philosophy) and Italian Language & Culture

Thesis: *The Art of War: Political and Military Theory in Machiavelli's Corpus*

EXPERIENCE

UNITED STATES ATTORNEY'S OFFICE (E.D.N.Y CRIMINAL DIVISION) – *Summer Legal Intern*

Brooklyn, NY

Contributed to an appeal brief before the Second Circuit regarding the admissibility of expert testimony in an international forced-labor case. Responded to a habeas petition challenging the constitutionality of a “crime of violence” charge after *Davis*. Investigated the merits of a defendant’s motion for compassionate release under 18 U.S.C. § 3582 in the wake of COVID-19. Researched the applicability of 18 U.S.C. § 241 and the First Amendment to religious content moderation by social media platforms.

May '20 – Aug '20

THE TEAK FELLOWSHIP – *Admissions Counselor*

New York, NY

Organized the recruitment and testing of over 400 eligible low-income 6th graders from NYC public schools. Evaluated over 300 complete applications and interviewed over 100 finalists. Admitted 50 exceptional fellows, representing a cohort increase of 66 percent from the previous year. Assisted the Executive Director in the planning and establishment of a third off-site location in Queens.

Sept. '18 – June '19

PAUL, WEISS, RIFKIND, WHARTON & GARRISON LLP – *Business Development Summer Analyst*

New York, NY

Partook in the drafting of two presentations to company partners detailing ways to leverage the firm’s patent litigation expertise for potential telecommunications clients. Refined metrics to better track the firm’s M&A practice visibility in leading legal publications. Revised attorney directory submissions to Chambers USA, Legal 500, and other award-granting bodies.

June '15 – Aug '15

DEUTSCHE BANK AG – *Mergers and Acquisitions Summer Intern*

New York, NY

Assisted associates in the creation of pitch books for prospective corporate clients. Synthesized and distributed weekly shark activity updates and league table reviews to the M&A department. Developed and presented the winning food truck pitch to senior executives and administrators of the bank.

June '13 – Aug '13

HUGHES, HUBBARD & REED LLP – *Office of the Managing Attorney Summer Intern*

New York, NY

Obtained certificates of good standing and apostilles for company associates and partners. Delivered and retrieved documents from various NY State and Federal Courts. Reorganized the firm’s CLE database.

June '12 – Aug '12

NEW YORK COUNTY DISTRICT ATTORNEY'S OFFICE – *Trial Bureau 60 Intern*

New York, NY

Assisted ADAs on matters related to pre-trial discovery and preparation. Competed in, and won, an end-of-summer mock trial competition before a panel of sitting federal and state judges.

June '11 – Aug '11

LEGAL PUBLICATION

Supreme Court Repeaters, 69 VANDERBILT LAW REVIEW 1349 (2016)

October 2016

Co-authored [REDACTED] – [REDACTED]

SKILLS AND INTERESTS

Languages: Fluency in English and Mandarin; Research-level Italian and Latin

Interests: [REDACTED]

SAMPLE COVER LETTER #9: SECOND-YEAR STUDENT

P.O. Box 208203
New Haven, CT 06520-8203

August 17, 20XX

Lindsay E. Gay
Manager of Legal Recruiting
K & L Gates
1717 Main Street, Suite 2800
Dallas, TX 75201

Dear Ms. Gay [or Dear Lindsay E. Gay]:

I am a second-year student at Yale Law School and am seeking a position with K & L Gates for Summer 20XX. I am from Texas and frequently return to the area. I would welcome the opportunity to visit your firm at your convenience.

I have many interests in the law, and am seeking a firm that will enable me to explore numerous practice areas this summer. I understand that your firm has an excellent rotation system to expose summer associates to a plethora of legal issues. I recently spoke with Mark Borden, a graduate of Yale Law School and member of your litigation department, whose description of your firm's prominent professional liability practice intrigued me. I hope to have the opportunity to work in that practice area and others this summer.

My varied background has provided me with many skills that your firm will find useful. At the University of Texas I double majored in math and journalism, areas requiring both analytical and writing proficiency. During the summer after my first year of law school I researched legislation and conducted statistical analysis for Governor Walter's office and wrote numerous legal memoranda relating to *habeas corpus* issues for the Texas Death Penalty Resource Center. Currently, I am improving my communication skills by counseling inmates as a volunteer with Yale's Prison Legal Services Clinic.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Julia Johnson

Julia Johnson

JULIA JOHNSON

julia.johnson@yale.edu

SCHOOL ADDRESS:

P.O. Box 208203
New Haven, CT 06520-8203
(203) 555-8739

PERMANENT ADDRESS:

7 Cowlick Lane
Denton, TX 05937
(814) 555-7394

EDUCATION

YALE LAW SCHOOL, New Haven, CT

J.D. expected, June 20XX

Activities: *Yale Journal on Regulation*

Latino Law Students' Association

Collective on Women of Color

Temporary Restraining Order Project

UNIVERSITY OF TEXAS, Austin, TX

B.A., *summa cum laude*, Mathematics and Journalism, June 20XX

Activities: Minority Student Union

Glee Club

EXPERIENCE

JEROME N. FRANK LEGAL SERVICES ORGANIZATION, Yale Law School

Fall 20XX-Present

Law Student Intern, Prison Legal Services Clinic. Represent inmate clients in civil litigation matters in a clinical setting. Interview clients and investigate, research and respond to legal questions. Research and write legal memoranda for supervising attorney and court.

OFFICE OF GOVERNOR DAVID WALTERS, Oklahoma City, OK

July-August 20XX

Research Analyst. Wrote comprehensive strategy for increased appointments of women and minorities to state agencies, boards, commissions, and judicial vacancies. Researched barriers facing women and minorities by reviewing statistics, interviewing prior candidates and decision makers, and analyzing successful strategies implemented in other jurisdictions.

TEXAS DEATH PENALTY RESOURCE CENTER, Austin, TX

May-June 20XX

Legal Intern. Researched and drafted memoranda on substantive and procedural *habeas corpus* issues.

Investigated cases by interviewing law enforcement professionals and witnesses, and reviewing and analyzing evidence submitted at trial.

BITNER, CASTLE, JACOBS & RAY, San Diego, CA

Summer 20XX

Case Team Assistant. Assisted paralegals in litigation department with trial preparation, including organizing deposition binders and witness statements. Attended client meetings and hearings with attorneys.

SKILLS AND INTERESTS

Proficient in Spanish. Enjoy kayaking, scuba diving, and song writing.

SAMPLE COVER LETTER #10: SECOND-YEAR STUDENT

91 Lyman Orchard Way
New Haven, CT 06511
(203) 555-8732

October 1, 20XX

Deanna R. Booth
Hiring Attorney
Food Research and Action Center
1875 Connecticut Avenue, NW
Suite 540
Washington, DC 20009

Dear Ms. Booth [or Dear Deanna R. Booth]:

I am a second-year student at Yale Law School seeking employment for the summer. If funding is not available for summer interns, Yale could fund my summer employment. I am very interested in the work of the Food Research and Action Center in the areas of health law and nutrition in maternal and child health, and would greatly value the opportunity to work with and learn from attorneys practicing in these areas.

As you can see from my enclosed resume, I have practical work experience in these fields. My work as an assistant ombudsperson at a major hospital helped me to understand the importance of nutrition for health and the need for advocacy on behalf of those who cannot effectively advocate for themselves. My experience with the National Health Law program exposed me to the legislative and policy side of health law and the value of legal training in public service. After my first year of law school I was able to combine my nursing degree and health care experience with my new legal research and writing skills at the Center for Reproductive Law and Policy. This experience has strengthened my interest in grassroots organizing and advocacy of nutrition issues for low-income Americans.

I would welcome the opportunity to speak with you or someone in your office about a position as a summer intern at the Center. I will call your office in early February to see whether it might be possible to arrange an interview and look forward to speaking with you then.

Thank you for your consideration.

Sincerely,

Andrew Carter

Andrew Carter

ANDREW CARTER
91 LYMAN ORCHARD WAY
NEW HAVEN, CT 06511
andrew.carter@yale.edu
(203) 555-8732

EDUCATION

YALE LAW SCHOOL, J.D. expected, June 20XX

Activities: Black Law Students Association
Journal of Law and Feminism, Edit team
Pro Bono Network

DARTMOUTH COLLEGE, A.B., Nursing, 20XX

Honors: *summa cum laude*
Phi Beta Kappa
Dudley Prize for Excellence in Nursing
Activities: Advisory Committee on Investor Responsibility, Student Appointee
Student Support Network Hotline
Collis Student Center Governing Board, Chairperson

EXPERIENCE

TEMPORARY RESTRAINING ORDER PROJECT, Yale Law School

Director Fall 20XX – Present
Organize the training of Yale Law School students to assist applicants for temporary restraining orders. Direct the operations of the Project's office in the New Haven Courthouse. Coordinate the Project with court clerks, domestic violence service professionals and lawyers.

CENTER FOR REPRODUCTIVE LAW & POLICY, New York, NY

Summer 20XX

Summer Intern
Researched and wrote legal memorandum on the enforceability of surrogacy contracts. Visited community organizations and local gathering spots to recruit for educational groups and enhance contacts between the Center and community residents.

NATIONAL HEALTH LAW PROGRAM, Washington, DC

20XX-20XX

Research Assistant
Monitored congressional hearings on health care issues and wrote reports identifying and outlining current legal issues surrounding managed care and systemwide health care reform. Researched and responded to legal questions from Legal Services attorneys. Researched and wrote articles for *Health Advocate* newsletter.

MASSACHUSETTS GENERAL HOSPITAL, Boston, MA

20XX-20XX

Assistant Ombudsperson
Assisted patients and families with adjustment to illness, discharge planning, and management of benefits and public entitlements. Presented cases in departmental Grand Rounds and in weekly medical/social work rounds.

SKILLS AND INTERESTS

Fluent in Spanish. Enjoy cooking and sailing.

SAMPLE COVER LETTER #11: SECOND-YEAR STUDENT

517 Grand Ave.
New Haven, CT 06511

November 1, 20XX

David Woods, Esq.
Special Assistant Attorney General
Department of the Attorney General
6 State House Station
Augusta, ME 04333-0006

Re: Summer Law Student Position

Dear Mr. Woods [or Dear David Woods]:

I am a second-year student at Yale Law School and hope you will consider me for a summer internship in the Office of the Attorney General. I grew up in Brunswick, and in addition to wanting to return to Maine for the summer, I am interested in returning there to practice. A chance to gain experience as an intern in your office would provide an invaluable introduction to the state's legal system and community.

I am particularly interested in civil rights law and have had an opportunity to pursue this interest by representing state and federal prisoners in Connecticut through the Prison Legal Services clinic here at Yale since January 20XX. Additionally, as an intern in the Advocacy for Parents and Children clinic this past summer, intensive client contact allowed me to improve my client counseling and interviewing skills enormously, and refine my skills both at out-of-court negotiation and in-court representation. Furthermore, I anticipate that my French language skills may prove useful given the significant French-speaking population in Maine.

I have enclosed a resume and look forward to the opportunity to speak with you further. I am always happy to come to Maine and would be more than willing to arrange a trip if you would be interested in meeting with me personally. Please do not hesitate to call if you need more information or would like to schedule a meeting. For your information, if no funding is available for summer interns, Yale would fund my internship at your office.

Thank you in advance for your time.

Sincerely,

Seth Cohen

Seth Cohen

SETH COHEN

517 Grand Ave., New Haven, CT 06511

(203) 555-6297 seth.cohen@yale.edu

EDUCATION

YALE LAW SCHOOL, J.D. expected, June 20XX

Activities: The Initiative for Public Interest Law
Pro Bono Network
OUTLAWS (lesbian, gay, bisexual and transgender student organization)

UNIVERSITY OF VIRGINIA, B.A. History and French, May 20XX

Honors: Degree awarded with distinction
Phi Beta Kappa
Echols Scholar (outstanding overall academic achievement)
Study Abroad: New York University in Paris, Fall 20XX

EXPERIENCE

JEROME N. FRANK LEGAL SERVICES ORGANIZATION

Yale Law School

Law student intern, Prison Legal Services Clinic Spring 20XX-present
Represent inmates in civil litigation. Research and write legal memoranda. Interview inmate clients and investigate, research, and respond to inmates' legal questions and concerns.

Law student intern, Advocacy for Parents and Children Clinic Summer 20XX
Represented either parents or children in neglect proceedings against the Department of Children and Families. Interviewed and counseled clients, negotiated with DCF and other involved parties, and advocated for clients in court proceedings and administrative meetings.

TEMPORARY RESTRAINING ORDER PROJECT

Yale Law School

Fall 20XX

Assistant clerk. Guided applicants through application process for Temporary Restraining Orders. Advised applicants of other resources and available options.

UNIVERSITY JUDICIARY COMMITTEE

University of Virginia

20XX-20XX

Counselor. Counseled students accused of violating University Standards of Conduct, or their accusers, through the trial process. Examined witnesses and argued on students' behalf at trials.

SOUTHEASTERN RURAL MENTAL HEALTH RESEARCH CENTER

University of Virginia

20XX-20XX

Research Assistant. Revised and critiqued articles in preparation for submission to professional journals. Assisted researchers investigating physical and mental health care among rural, minority, and impoverished populations in Virginia.

SKILLS AND INTERESTS

Proficient in French, familiar with basic German. Enjoy fishing, camping, and hiking.

SAMPLE COVER LETTER #12: SECOND-YEAR STUDENT

JANE DOE

Street Address, New Haven, CT 06511
jane.doe@yale.edu • 555.555.5555

[Employer Recruitment Coordinator], Staff Attorney
Juvenile Law Center
1800 JFK Blvd, Suite #1900B
Philadelphia, PA 19103

August 22, 20XX

Dear Ms. [Recruitment Coordinator],

I am a second-year student at Yale Law School, and I am writing to express my interest in a summer position with the Juvenile Law Center. I have long admired your work promoting systemic change for marginalized youth experiencing some of the worst of our country's institutions. I am eager to contribute to your advocacy for much-needed improvements to the criminal and juvenile justice, education, and child welfare systems.

I developed a passion for youth advocacy while working at a policy advocacy organization called Organization, where I supported a campaign to close the state's youth prison. Learning of the prison's deplorable conditions from the children's families and from my own visit to the facility showed me the importance of advocacy for a developmentally appropriate, restorative youth justice system. My subsequent experiences representing a young person in a prison disciplinary hearing, researching conditions of confinement for girls, and participating in policy strategy meetings with youth justice stakeholders during my recent summer internship at Public Defender further emphasized the structural challenges some youth face and the necessity of giving support and empathy to system-involved young people.

I now hope to leverage my research and writing skills, as well as knowledge of the systems impacting young people, to effectively support the work of the Juvenile Law Center. As a researcher at Think Tank, I conducted literature reviews, youth focus groups, and wrote reports about school discipline and teen dating violence. As a research assistant at Yale Law, I am developing my legal research skills through a project on prison discipline. Moreover, I have prioritized building skills relevant to this role through courses including Child Development in Law and Policy, Advanced Legal Research, and clinics developing mitigation narratives and working with people returning from incarceration. I am confident these skills and experiences will enable me to provide valuable support to your policy advocacy and litigation work.

I have attached my resume and writing sample, and I am happy to provide any additional information. If funding is not available, Yale Law School can fund my summer employment. Thank you for your time and consideration.

Sincerely,
Jane Doe

JANE DOE

Street Address, New Haven, CT 06511 • jane.doe@yale.edu • 555.555.5555

EDUCATION

YALE LAW SCHOOL, New Haven, CT

J.D. expected, May 20XX

Activities: Black Law Students Association, Community Service Chair
Yale Law Youth Justice Project, Board Member
Yale Journal of Law and Feminism, Editor

WESLEYAN UNIVERSITY, Middletown, CT

B.A., High Honors in History, Latin American Studies, May 20XX

Honors: Phi Beta Kappa
Meyer Prize for Best Thesis in American History
Levy-Spira Prize for Excellence in Latin American Studies

EXPERIENCE

CHALLENGING MASS INCARCERATION CLINIC, New Haven, CT August 20XX-Present
Student Intern: Interview client and collateral witnesses, investigate facts, and review records to develop a mitigation narrative for a state post-conviction case.

PROFESSOR MIRIAM GOHARA New Haven, CT January 20XX-Present
Research Assistant: Review primary and secondary sources about the history of the victims' rights movement.

PROFESSOR JUDITH RESNIK, New Haven, CT April 20XX-Present
Research Assistant: Conduct legal and secondary source research for a project on in-prison punishments.

PUBLIC DEFENDER SERVICE FOR THE DISTRICT OF COLUMBIA, Washington, D.C. Summer 20XX
Summer Law Clerk, Juvenile Service Program: Represented incarcerated young people in real and mock disciplinary hearings at D.C.'s youth prisons. Taught Know Your Rights trainings to 20 justice-involved young people. Researched juvenile case confidentiality, prison conditions for girls, and due process requirements for Community Status Review Hearings. Attended coalition meetings regarding youth policy.

NEW HAVEN LEGAL ASSISTANCE ASSOCIATION REENTRY CLINIC, New Haven, CT Spring 20XX
Student Intern: Represented clients on issues with housing and employment as a result of criminal convictions.

YALE CIVIL RIGHTS PROJECT, New Haven, CT Fall 20XX
Student Volunteer: Reviewed state laws on child abuse and neglect for the New Mexico Immigrant Law Center.

URBAN INSTITUTE, JUSTICE POLICY CENTER, Washington, D.C. 20XX–20XX
Research Assistant promoted to Research Analyst: Conducted research related to school discipline, violence victimization, and prison reentry; interviewed stakeholders; presented at conferences and wrote project reports.

CONNECTICUT VOICES FOR CHILDREN, New Haven, CT 20XX–20XX
Associate Policy Fellow: Researched juvenile justice systems, testified at state legislative hearings, and developed policy advocacy strategies.

SELECT PUBLICATIONS

Jane Doe & Co-Author, *States Are Looking Beyond the Juvenile Justice System to Address School Truancy*, URBAN WIRE (BLOG) (Aug. 20, 2018).

Jane Doe, *Persistent Racial Inequality in School Arrest Rates in Connecticut*, CT VOICES FOR CHILDREN (2016).

SKILLS AND INTERESTS

Proficient in Portuguese. Mentors a D.C. Public Schools graduate. Holds Mental Health First Aid Certificate.

SAMPLE COVER LETTER #13: SECOND-YEAR JOINT DEGREE STUDENT

Calvin A. Klein
20 Park Avenue
New Haven, CT 06511
(413) 262-6590

September 1, 20XX

Patricia Nolan
Hiring Coordinator
Shute, Mihaly & Weinberger LLP
396 Hayes Street
San Francisco, CA 94102

Dear Ms. Nolan [or Dear Patricia Nolan]:

I am a second-year student at Yale Law School and am interested in applying for a summer clerkship at Shute, Mihaly & Weinberger LLP. I am excited by the diversity of land use and environmental cases that the firm is involved with, and the mixture of litigation and policy work done by the attorneys. I worked in northern California during college on issues of sustainable forest use and am eager to return to an area of the country where progressive environmental policy is still being created and enforced.

I have a long-standing commitment to environmental issues. As a joint degree student with Yale's Law School and School of Forestry & Environmental Studies, I am pursuing the scientific knowledge, policy skills, and legal training necessary to be an effective environmental advocate. This past summer, I sharpened my legal research and writing abilities working on Clean Air Act litigation for Environmental Defense in Boulder, Colorado, and am continuing to work for the organization part time during the school year. Through course work on Land Use, Water Law, Administrative Law, and U.S. Environmental Law and Policy, which I took at Yale Law School as an undergraduate, I have sought to develop a broad understanding of the laws and regulations affecting the environment, and the context in which these laws are enacted and enforced.

Please find attached a copy of my resume, a list of references, a writing sample, and an unofficial copy of my transcript. I would be delighted at the chance to interview with someone in your office. Thank you for your consideration.

Sincerely,

Calvin Klein

SAMPLE RESUME #13: SECOND-YEAR JOINT DEGREE STUDENT

(Garamond, 11pt.)

81 Mansfield St., New Haven, CT 06511

CALVIN A. KLEIN

Email: calvin.klein@yale.edu

Cell: (413) 262-6590

EDUCATION

Yale Law School, New Haven, CT

Yale School of Forestry & Environmental Studies, New Haven, CT

Joint J.D./M.E.M. expected 20XX

Activities: *Yale Journal on Regulation*, Articles Editor
Yale Environmental Law Association – Co-director
American Constitution Society – Judicial Nominations Project
Environmental Attitudes & Behavior Project

Yale University, New Haven, CT

B.A., Mathematics, May 20XX. GPA 3.92

Honors: summa cum Laude, Phi Beta Kappa
Awards: DeForest Senior Prize and Anthony D. Stanley Prize for excellence in field of Mathematics
Activities: Head freshman counselor for Morse College, elementary school mentor through Science and Math Achiever Teams, club ultimate frisbee

EXPERIENCE

Environmental Defense, Boulder, CO

Summer 20XX

Researched and wrote comments to submit to EPA critiquing proposed rule on stationary diesel engines. Drafted strategy memo explaining and defending legal course of action to take in a pending case. Researched and wrote memos on topics pertaining to the Clean Air Act, and conducted research for the preparation of legal briefs.

Environmental Protection Clinic, Client: Palau’s Ambassador to the UN

Spring 20XX – present

Prepared comprehensive scientific and legal justification for a global moratorium on bottom trawl fishing, drafted strategy points, and met with UN delegates in support of a UN General Assembly Resolution on bottom trawling. Currently serving as Teaching Assistant for the clinic and drafting national legislation in Palau designed to help protect the country’s marine resources from destructive fishing practices.

Yale Pro Bono Network, Client: Natural Resources Defense Council

Spring 20XX

Researched and analyzed comparative provisions of the Clean Water Act pertaining to oil and hazardous substances and subsequent case law with emphasis on potential for litigation over compliance with hazardous substance provisions.

American Museum of Natural History, New York, NY

20XX-20XX

Researched and prepared series of talks on environmental issues in Bhutan and the Galapagos Islands for the director of the Center for Biodiversity and Conservation. Edited books on urban sprawl, conservation genetics, and the status of Vietnamese biodiversity. Coordinated the creation of and edited educational modules designed to facilitate teaching of environmental science in developing countries.

Ornithological Fieldwork, Texas, California, Missouri, Hawaii

20XX-20XX

Conducted seasonal fieldwork with birds as part of several longitudinal studies investigating optimal logging practices, bird population trends, and impacts of invasive species on native birds.

INTERESTS

Classical piano, composing music, ultimate Frisbee

SAMPLE COVER LETTER #14: SECOND-YEAR JOINT DEGREE STUDENT

645 Ellsworth Avenue
New Haven, CT 06511

November 1, 20XX

Daniel S. Ehrenberg, Esq.
Deputy General Counsel
Neighborhood Reinvestment Corporation
1325 G Street, NW, Suite 800
Washington, DC 20005

Dear Mr. Ehrenberg [or Dear Daniel S. Ehrenberg]:

I am a second-year student at Yale Law School and am seeking a position with the Neighborhood Reinvestment Corporation for the Summer 20XX. In addition to pursuing my law degree, I am also enrolled in the MBA program with the Yale School of Management. I will graduate with both degrees in June 20XX.

I am seeking a position for this summer that will enable me to draw from my legal and business abilities and my background in community development. Your organization is particularly appealing to me because of its goal of strengthening underserved communities by supporting innovative local partnerships of residents, businesses, and government.

As CEO and co-founder of Urban Solutions, I had the opportunity to assist residents in underserved communities by securing contracts with government agencies to renovate housing, organizing student volunteers to provide landscaping and supporting residents in their efforts to better their communities. As a summer intern with two law firms, I assisted with researching and writing legal documents on a variety of matters, including drafting bylaws and articles of incorporation for a number of small companies and nonprofit organizations.

I believe that my interests and skills are well-suited to the work of your office. I would welcome the opportunity to discuss a summer internship position with you further. For your information, if your organization does not have funding for summer interns, Yale will fund my employment.

Thank you in advance for your consideration.

Sincerely,

Stanley Student

Stanley Student

Stanley Student

101 Colony Road
New Haven, CT 06511
(203) 555-0829
stanley.student@yale.edu

EDUCATION

YALE LAW SCHOOL AND YALE SCHOOL OF MANAGEMENT, New Haven, CT

Candidate for JD and MBA, 20XX

Activities: Legal Research Assistant: Business Organizations, Professor Henry Hansmann
Teaching Assistant: Economics, Professors Oster, Mansur and Keohane

YALE UNIVERSITY, New Haven, CT

BA with distinction in African-American Studies and American Studies, 20XX

Honors: *cum laude*; Norman Holmes Pearson Prize for Senior Essay;
AYA Community Service Fellowship; Richter Research Fellowship

EXPERIENCE

DAY, BERRY & HOWARD, LLP Hartford, CT

DBH Summer Fellow and Summer Associate, Summer 20XX

- Received split summer public interest fellowship with DBH Foundation
- Reported on legal and regulatory framework of Bosnian microfinance and European Union accession for World Bank project; worked on corporate and nonprofit legal assignments
- Received offer of permanent employment

JENNER & BLOCK, LLC Chicago, IL

Summer Associate, 20XX & August 20XX

- Performed research and analysis for both litigation and transactional legal practices
- Co-wrote law review article with partner on appellate review

URBAN SOLUTIONS, INC. New Haven, CT

CEO and Co-Founder, Initial Board President, 20XX-20XX

- Founded organization to strengthen neighborhoods and create jobs by landscaping and cleaning urban property; hired and managed socially and racially diverse 80+ person staff
- Developed bylaws, articles of incorporation, IRS 1023 nonprofit application, and 3-program business plan with Yale legal clinic; recruited and led Board of Directors
- Raised over \$1M and managed \$500K+ annual budget; controlled accounting and fiscal systems
- Secured contracts with city, state, and federal governments; acquired and renovated housing; directed 60+ student summer jobs program and 20-member year-round AmeriCorps team
- Named 20XX *echoing green* Public Service Fellow; received New Haven 40 Under 40 Award 20XX

LEADERSHIP, EDUCATION, AND ATHLETICS IN PARTNERSHIP (LEAP, INC.) New Haven, CT

Site Coordinator, Resources Coordinator, Senior Counselor, 20XX-20XX

- Managed 100-child summer and after-school urban neighborhood program with AmeriCorps staff of 30+; developed, funded, scheduled, and implemented statewide programs including 600+ volunteers and 7-venue 20XX Special Olympics World Games
- Lived and worked in scattered-site subsidized housing development as mentor, coach, tutor, counselor, and program director for neighborhood children and staff

SAMPLE COVER LETTER #15: SECOND-YEAR TRANSFER STUDENT

645 Ellsworth Avenue
New Haven, CT 06511

August 15, 20XX

Tara Klein
Recruiting Manager Manatt,
Phelps & Phillips
11355 W. Olympic Blvd
Los Angeles, CA 90064

Dear Ms. Klein [or Dear Tara Klein]:

I am a second-year student at Yale Law School and am seeking a position with Manatt, Phelps & Phillips for the Summer 20XX. I attended college in Colorado, and wish to return to the west upon my graduation from Yale.

At the U.S. Department of Justice this summer, I conducted extensive research on a variety of tort matters including toxic torts, medical malpractice and nuclear testing. I developed strong writing skills and had the opportunity to attend numerous hearings and trials. Perhaps most importantly, the work I conducted solidified my desire to become a trial lawyer. After conducting research into law firms and speaking with fellow Yale Law students and alumni, I have determined that your firm, with its renowned litigation group, is a perfect fit for my interests.

I would enjoy the opportunity to meet with members of your firm at a time that is mutually convenient.

Thank you in advance for your consideration.

Sincerely,

George Jackson

George Jackson

SAMPLE RESUME #15: SECOND-YEAR TRANSFER STUDENT (Font: Times New Roman, 11pt.)

GEORGE JACKSON

645 Ellsworth Avenue • New Haven, CT 06511 • (203) 782-2634 • george.jackson@yale.edu

EDUCATION

Yale Law School, New Haven, CT

J.D. expected, June 20XX

Vermont Law School, South Royalton, VT

J.D. candidate, transferred after first year, 20XX-20XX

Rank: 2/150

Honors: *Vermont Law Review*, selected for membership based on first-year grades

Moot Court Competition, Finalist

American Jurisprudence Book Award for Constitutional Law

University of Colorado, Boulder, CO

M.A., History, May 20XX

A.B., *summa cum laude*, Asian Studies, June 20XX

Honors: Phi Beta Kappa

Wilson Prize in Asian Studies

Activities: University of Colorado Marching Band

Sigma Nu Fraternity, President

EXPERIENCE

U.S. Department of Justice, Civil Division, Torts Branch, Washington, D.C.

Summer 20XX

Legal Intern. Researched and drafted briefs and memoranda on 11th Amendment issues.

Assisted at depositions and in trial preparation by participating in strategy sessions, interviewing potential witnesses, drafting witness statements and organizing deposition and trial exhibits.

University of Colorado, Boulder, CO

20XX – 20XX

Adjunct Professor of History. Taught history courses at all levels, from freshman survey of world history to graduate seminars. Conducted weekly small group seminars for students. Supervised graduate students' thesis work and dissertations. Counseled graduate students seeking employment. Conducted independent research and wrote numerous papers and articles on the effects of war in Southeast Asia.

PUBLICATIONS AND PRESENTATIONS

Wrote numerous articles published in national and international journals. Presented two papers at national conferences.

SKILLS AND INTERESTS

Fluent in Mandarin Chinese and Russian. Enjoy Golf.

SAMPLE COVER LETTER #16: THIRD-YEAR STUDENT

91 Lyman Orchard Way
New Haven, CT 06511
(203) 555-1212

August 15, 20XX

Trisha Weiss
Manager, Legal Recruiting
Shearman & Sterling
599 Lexington Avenue
New York, NY 10022-6069

Dear Ms. Weiss [or Dear Trisha Weiss]:

I am a third-year student at Yale Law School and I am seeking a position with your firm for the Fall 20XX. I understand from our Career Development Office that you are not currently scheduled to interview third-year students at Yale during our Fall Interview Program. I am hoping that you will consider interviewing me either while you are here for FIP or at another time more convenient for you.

This past summer I worked for the D.C. office of Arnold & Porter in their Litigation and Employee Benefits Departments. The firm's summer program provided me with excellent training through substantive legal assignments, including drafting summary judgment motions and conferring with clients regarding legal strategy.

Although I received an offer to return to Arnold & Porter upon graduation, I am interested in exploring employment with Shearman & Sterling for several reasons. First, I met and spoke with Linda Rappaport, Practice Group Leader in your Executive Compensation and Employee Benefits Group, at a New York Bar Association Women's Luncheon this summer. I am interested in the substantive legal work conducted by that group, and was impressed with Ms. Rappaport's description of Shearman & Sterling's initiatives relating to the advancement of women in the legal profession. Moreover, I understand that your firm has taken steps to decrease associate attrition which have proven successful. Finally, after spending many weekends in the Big Apple while a student at Yale, I have decided to commence my legal career in New York City.

I look forward to having the opportunity to discuss these issues with you further. Please do not hesitate to call if you need more information or would like to schedule an interview. Thank you.

Sincerely,

Marisa Cooper

Marisa Cooper

MARISA COOPER
91 Lyman Orchard Way
New Haven, Connecticut 06511
(203) 555-1212; marisa.cooper@yale.edu

EDUCATION

YALE LAW SCHOOL, New Haven, CT
J.D. expected, June 20XX
Activities: *Yale Journal of Law and Feminism*
Yale Journal on Regulation
Yale Law Women

DARTMOUTH COLLEGE, Hanover, NH
A.B., Comparative Religion and German, May 20XX
Honors: Phi Beta Kappa
Dudley Prize for excellence in Religious Studies
Class of 1936 Women's Award for outstanding contribution to Dartmouth
Activities: Advisory Committee on Investor Responsibility, Student Appointee
Student Support Network Hotline, Founder and Director
Collis Student Center Governing Board, Chairperson

EXPERIENCE

ARNOLD & PORTER, Washington, DC
Summer Associate Summer 20XX
Drafted briefs in support of litigation matters including civil and class action complaints, summary judgment motions and demand for compliance actions. Researched and analyzed case and statutory law under the Employee Retirement Income Security Act and summarized research in legal memorandum to client company relating to dispute regarding employee pension plan.
Received offer of permanent employment.

NATIONAL HEALTH LAW PROGRAM, Washington, DC
Law Clerk Summer 20XX
Monitored congressional hearings on health care issues. Researched and drafted memoranda in response to questions from supervising attorneys on numerous topics including the legal ramifications of requiring pregnant women to be tested for the HIV virus during third trimester of pregnancy. Wrote article on the health care concerns of welfare mothers for *Health Advocate* newsletter.

MASSACHUSETTS GENERAL HOSPITAL, Boston, MA
Social Work Associate 20XX-20XX
Assisted patients and families with adjustment to illness, discharge planning, and management of benefits and public entitlements. Presented cases in departmental Grand Rounds and in weekly medical/social work rounds. Served on Social Services Department Committee.

ERIE CERAMIC ARTS COMPANY, Erie, PA
Human Resources Assistant Summer 20XX
Wrote employee handbook, including sections relating to employee rights and responsibilities. Updated personnel policies to comply with existing law and company policy. Organized hazardous material safety data for compliance with OSHA regulations.

SAMPLE COVER LETTER #17: THIRD-YEAR STUDENT

1145 Chapel St., Apt. 2A
New Haven, CT 06511
(203) 542-3556

September 1, 20XX

Merritt W. Clark, Esq.
Texas Civil Rights Project
2212 E. Martin Luther King Boulevard
Austin, TX 78702-1344

Dear Mr. Clark [or Dear Merritt W. Clark]:

I am a third-year student at Yale Law School, expecting my degree in June of 20XX. I am seeking a permanent position and am very interested in the Texas Civil Rights Project. I am from Denton, Texas, and plan to live in the state after graduation. The Civil Rights Project interests me because of its commitment to investigation and advocacy in the field of civil liberties. I am especially intrigued by your work in prisoners' issues, including police misconduct, prisoners' rights and death penalty defense.

As my resume indicates, I have taken the opportunity to gain practical experience in these fields, as well as in other human rights areas, in the summers during law school and in the academic year. I have also structured my academic experience around this interest, conducting graduate psychology research on behavior in the criminal and corrections contexts and continuing similar research in the juvenile system in law school. I look forward to applying this research and experience as a practicing attorney.

I will be in the Dallas area from January 15 to January 21 and would welcome the opportunity to speak with you about a position in the Civil Rights Project. Thank you for your consideration. I look forward to speaking with you.

Sincerely,

Meg Pryor

Meg Pryor

MEG PRYOR

1145 Chapel St., Apt. 2A, New Haven, CT 06511
(203) 542-3556 meg.pryor@yale.edu

EDUCATION

YALE LAW SCHOOL, J.D. expected, June 20XX

ACTIVITIES: *Yale Journal of Law and Feminism*, Articles Editor
Greenhaven Prison Project, Director
Students for Social Justice

UNIVERSITY OF WISCONSIN, M.A. in Psychology, specialization in Behavior Analysis, 20XX

PRINCETON UNIVERSITY, B.A. in Psychology, 20XX

HONORS: *magna cum laude*
ACTIVITIES: Undergraduate Student Government, Vice President
Association of Women in Science

EXPERIENCE

YALE LAW SCHOOL, Professor Stephen B. Duke, New Haven, CT Fall 20XX – present
Research alternative sentences for juvenile offenders, their success, and the political and factual precursors to their implementation.

SOUTHERN CENTER FOR HUMAN RIGHTS, Birmingham, AL July – August 20XX
Researched and wrote memoranda and interviewed clients in preparation for litigation challenging conditions for physically disabled prisoners.

BRADLEY ARANT ROSE & WHITE, Birmingham, AL May – June 20XX
Wrote memorandum for health care division on the impact of legislation mandating third-party reimbursement for registered nurses. Assisted in preparation of pre-trial memorandum for litigation regarding disability coverage for short-term mental health problems.

PROSECUTION EXTERNSHIP, Yale Law School, New Haven, CT Fall 20XX – Spring 20XX
Assisted state prosecutor specializing in career criminals. Examined witnesses and presented arguments in court proceedings.

PUBLIC DEFENDER SERVICE OF THE DISTRICT OF COLUMBIA, Washington, DC Summer 20XX
Represented indigent clients in District of Columbia Superior Court on a variety of state criminal charges. Participated in client interviews, negotiated on behalf of clients, and represented clients in court proceedings.

PUBLICATION

Note, "Uneasy Bedfellows: Bridging the Philosophical Gap That Paralyzes the Use of Psychological Data in Habeas Proceedings," *108 YALE L. J.* 47 (20XX).

SKILLS AND INTERESTS

Fluent in French. Basic knowledge of Spanish. Habitat-for-Humanity volunteer.

SAMPLE COVER LETTER #18: THIRD-YEAR STUDENT WITH TRADITIONAL CLERKSHIP

111 Cottage Street, Apt. 2A
New Haven, CT 06511

September 30, 20XX

Bryan Stevenson, Esq.
Executive Director, Equal Justice Initiative
122 Commerce Street
Montgomery, Alabama 36104

RE: Summer 20XX Volunteer Internship

Dear Mr. Stevenson [or Dear Bryan Stevenson]:

I will graduate from Yale Law School in June 20XX and begin a clerkship with the Honorable Jill A. Pryor (11th Cir.) in September. I would be very interested in a summer internship with the Equal Justice Initiative before my clerkship. My first law school summer internship at the Southern Poverty Law Center introduced me to Montgomery and the public interest legal community in Alabama. Since that summer, my desire to return to my home state and represent individuals in need has only strengthened.

EJI offers a unique combination of significant litigation and valuable research in capital punishment, juvenile justice, and criminal justice. I have spent both summers developing litigation skills, first at a public interest organization, then at a boutique public interest law firm in Atlanta. At Yale Law School, I also honed my research and writing as a research assistant for Prof. Cristina Rodríguez, Articles Editor of the *Yale Law & Policy Review*, and a participant in moot court. EJI offers me a perfect opportunity to combine my interests in legal research with hands-on trial work.

I plan to come home to Alabama during the week of October 17 and would be happy to speak with you or others about internship opportunities. I will contact your office within the next two weeks to see whether an interview might be arranged.

I have enclosed a resume, list of references, and short writing sample for your review. Thank you for your consideration.

Very truly yours,

Forrest Gump

Forrest Gump, Jr.

**SAMPLE RESUME #18: THIRD-YEAR
STUDENT WITH TRADITIONAL CLERKSHIP**

(Font: Times New Roman, 11 pt.)

FORREST GUMP, JR.

111 Cottage Street, Apt. 2A • New Haven, CT 06511 • 203.555.5555 • gumpjr@yale.edu

EDUCATION

YALE LAW SCHOOL, New Haven, CT

J.D. expected June 20XX

Activities: Coker Fellow, Prof. Daniel Markovits (teaching assistant for Contracts small group)
Research Assistant, Prof. Cristina Rodríguez
Articles Editor, *Yale Law & Policy Review*
Board Member, Morris Tyler Moot Court of Appeals
Veterans Legal Services Clinic
Yale Schola Cantorum (chamber choir selected from university-wide auditions)

UNIVERSITY OF ALABAMA, Tuscaloosa, AL

B.A., *summa cum laude*, American Studies and French, May 20XX

Honors: Phi Beta Kappa
Algernon Sydney Sullivan Award (outstanding male & female members of senior class)
President, Iota Circle of Omicron Delta Kappa (national leadership honor society)
University Honors Program

Honors Thesis: *Racial Idiom: The Evolution of Racially Coded Speech in Alabama Politics 1950-70*

Activities: Rules Committee Chair, Student Senate
Tenor, University Singers (selected by Music faculty in competitive audition)
Columnist, *The Crimson White* (student daily newspaper)

EXPERIENCE

HON. JILL A. PRYOR, U.S. Court of Appeals for the Eleventh Circuit, Atlanta, GA 20XX – 20XX
Prospective Law Clerk.

BONDURANT, MIXON & ELMORE, Atlanta, GA Summer 20XX
Summer Associate. Staffed variety of civil matters at boutique litigation firm. Drafted interrogatories, requests for production, and deposition questions in Title VII suit against a regional seafood wholesaler. Researched and drafted memorandum analyzing potential Truth in Lending Act violations in auto financing schemes. Drafted section of Eleventh Circuit brief challenging the legality of a sheriff's search of a houseboat at a private marina.

SOUTHERN POVERTY LAW CENTER, Montgomery, AL Summer 20XX
Summer Intern. Participated in all aspects of trial preparation for civil suit brought on behalf of mentally-challenged African-American man beaten by four white men, which resulted in a \$9 million jury verdict. Interviewed potential witnesses, prepared trial exhibits, drafted responses to discovery objections, and assisted in preparation of jury instructions. Attended discovery and settlement conferences.

U.S. REPRESENTATIVE JO BONNER (R-AL), Washington, DC 20XX-20XX
Legislative Correspondent. Investigated constituent issues concerning a variety of government benefits and drafted responses to constituent queries. Regularly updated content for Constituent Services section of Congressman Bonner's website and drafted material for monthly e-newsletter.

SKILLS AND INTERESTS

Fluent in French. Enjoy running, table tennis, and Cajun zydeco music.

SAMPLE WRITING SAMPLE COVER SHEET #1

WRITING SAMPLE

Ellenor Frutt
Box 208203
New Haven, CT 06520
(203)436-5555

As a summer associate at Jarndyce & Jarndyce, I prepared the attached memorandum for a *pro bono* assignment in the litigation department. The memorandum examined whether the fees charged by commercial tax preparers for “instant refund loans” would violate the state usury laws in New York, New Jersey, Pennsylvania, or Connecticut.

To preserve client confidentiality, all individual names and locations have been changed, and some portions have been redacted (as indicated in brackets in the text). I have received permission from my employer to use this memorandum as a writing sample.

SAMPLE WRITING SAMPLE COVER SHEET #2

WRITING SAMPLE

Serena Southerlyn
Box 208304
New Haven, CT 06520
(203) 436-8888

The attached writing sample is an excerpt from a brief submitted for the Morris Tyler Moot Court of Appeals competition. The case involved a challenge to the Connecticut sex offender registration statute.¹ The competition problem differed somewhat from the actual case then pending before the United States Supreme Court, and competitors were not permitted to rely on materials submitted to the Court. The questions presented for competition were:

1. Does Connecticut's sex offender registration law implicate an offender's liberty interest by listing offenders in an undifferentiated registry and violate an offender's due process rights by failing to afford an offender a hearing on his current dangerousness before publishing true and accurate information about him and his conviction history?
2. Does Connecticut's sex offender registration law, on its face or as implemented, impose punishment for purposes of the Ex Post Facto Clause of the United States Constitution?

I represented the petitioner, the Connecticut Department of Public Safety. I chose the section of brief addressing the Ex Post Facto Clause as my writing sample.

¹ The first paragraph would also be the appropriate place to summarize any facts in the case necessary to understand the argument, instead of including a lengthy statement of facts.

SAMPLE LIST OF REFERENCES

LIST OF REFERENCES

JOHN Q. STUDENT

P.O. Box 208203
New Haven, CT 06520-8203
(203) 432-8000
john.student@yale.edu

Samuel Lembo, Esq.

New Haven Legal Assistance
426 State Street
New Haven, CT 06510
(203) 946-4811
slembo@nhla.org
Supervising attorney for the Temporary Restraining Order Project

Alvin Klevorick

John Thomas Smith Professor of Law and Professor of Economics
Yale Law School
P.O. Box 208215
New Haven, CT 06520-8215
(203) 432-0000
alvin.klevorick@yale.edu
Torts Professor

Elizabeth Merwin, Esq.

Southeastern Rural Mental Health Research Center
University of Virginia, Health Science Center, Box 393
Charlottesville, VA 22908
(804) 982-3273
e.merwin@srmhrc.org
Former employer

SAMPLE THANK YOU EMAIL

To: john.hamilton@oag.state.va.us
From: john.student@yale.edu
Subject: My interview with your office
Date: February 15, 20XX

Dear Mr. Hamilton:

Thank you for taking the time to interview me yesterday for a first-year summer internship position in the Attorney General's office. I enjoyed hearing about your recent court battle with the State of Maryland regarding property rights to the Potomac River. As a resident of Virginia, I certainly hope that your arguments prevail. I also appreciated your insights into the daily tasks and responsibilities of attorneys in your office.

Please pass my thanks along to Ms. Cole-Amos, who was very hospitable in showing me around the office. I remain very interested in a summer position and look forward to hearing from you soon.

Sincerely,

John Q. Student
Yale Law School

SAMPLE THANK YOU LETTER

Andrew Carter
91 Lyman Orchard Way
New Haven, CT 06511
(203) 555-8732

February 16, 20XX

Deanna R. Booth
Hiring Attorney
Food Research and Action Center
1875 Connecticut Avenue, NW
Suite 540
Washington, DC 20009

Dear Ms. Booth:

Thank you for taking the time to speak with me about the Food Research and Action Center and also for inviting me to attend your "Fighting Hunger in America" conference. I am looking forward to it.

I know that I would enjoy working with you and the other people from the Center whom I met yesterday. Please let me know if I can provide you with any additional information. Thank you again for your consideration.

Sincerely,

Andrew Carter

Andrew Carter