



SANTA CLARA LAW | *The skills you need for the career you want*

Cover Letter Writing

- Your cover letter is a sample of your writing skills.
- Use the same header from your resume on your cover letter for consistency.
- **Keep it to one page** and show how you are a good "fit" for the position.

Paragraph 1 - Statement of Intent:

Draw the reader's attention by starting with a hook. Be creative: what drew you to the company or position? Why are you pursuing a career in this field?

For example: "I am a 1L at Santa Clara Law and am very interested in the Legal & Business Affairs Intern position at Sony. Throughout my two-year career as a legal intern and assistant, I earned consistent praise for my attention to detail, organizational abilities, legal research skills and strong grasp of case law and litigation. My skills are an excellent match to the requirements listed in your Legal & Business Affairs Intern job posting."

Paragraph 2 – Summary of Qualifications:

Tell a story about HOW your skills and experience match the qualifications. Think of one or two key experiences that match the skills the employer is looking for.

For example: "I previously served as a Legal Assistant for Binder & Malter, LLP, where I worked closely with general counsel to provide support on a number of high-priority cases and projects. Within the first few months of my employment, I created Binder & Malter, LLP's centralized system for Secretary of State filing records for their Inc's and LLC's, garnering feedback from the general counsel for this "outstanding effort" that improved information accessibility, prevented missed deadlines and ensured compliance with state requirements."

Paragraph 3 – Request for Action / Concluding Paragraph

Close by summarizing your skills and experience in relation to the job description. Show your interest by making a specific request for an interview.

For example, “I am excited about the Legal & Business Affairs internship and look forward to the opportunity to meet in person and discuss the value I can contribute to your legal team. Thank you for your time and consideration.”

Your Name Here

(510) 000-1234 | ynamehere@scu.edu | 500 El Camino Real | Santa Clara, CA 95053

July 1, 20XX

Chou Law Group, LLP
755 Page Mill Road
Palo Alto, California 94304

Dear Hiring Manager: *(use when you do not have a contact person's name)*

I am a second year law student at Santa Clara University School of Law and I am excited to apply for the Legal Intern position with Chou Law Group, LLP. Being one of the only minority owned workers compensation firms, I am eager to contribute to its continued success. I believe my passion for client satisfaction, strong communication and interpersonal skills combined with my experience providing innovative solution based thinking and superior legal research and analysis skills makes me a strong candidate for this position.

Prior to attending law school, I began my legal career as a paralegal after being promoted from an intern after a few short months. There, I sharpened my communication, analytical, and client service skills. I worked directly with clients to draft motions, discovery responses, and compile responsive documents. I was able to build a trusting collaborative relationship with the attorneys in the office and they consistently relied on me to manage various tasks knowing I would be thorough, organized, detailed, and prompt, making me an invaluable asset to the team.

This past summer, I worked in-house and had the opportunity to work with an array of legal teams, including employment law, workers compensation, corporate, and privacy. Over the course of my internship, I was given the opportunity to work independently on a number of projects; my personal favorite was researching new corporate privacy laws and helping to craft a company-wide HR personnel data retention policy. This experience has allowed me to hone my understanding of transactional legal work and day-to-day legal practices. Additionally, as this year's incoming Co-Vice President for the Asian Pacific American Law Student Association (APALSA), I have initiated meetings with my counterpart to strategize, brainstorm ideas and encourage dialogue on how we can increase the organization's membership and continue to build collaboration.

I look forward to meeting with you to further discuss how my background and skills can add value to your team. Thank you for your consideration.

Regards,
Your Name Here

Your Name Here

(510) 000-1234 | ynamehere@scu.edu | 500 El Camino Real | Santa Clara, CA 95053

January 14, 20XX

Employer name
Address
City, CA zip

Dear Hiring Coordinator:

I am a first-year Tech Edge J.D. student at Santa Clara University School of Law, and I am writing to apply for the legal internship with Dropbox, a web service that I have long used as an editor and admired for its simplicity and usefulness.

What may not be apparent on my resume is my engrossing interest in new technologies, particularly cryptocurrency, distributed ledger technology, and smart contracts, which I have spent much of the previous three years researching at an in-depth, near-obsessive level. Academically, I am most interested in the intersection between law and economics, as evidenced by the fact that my final exam was chosen as the model answer in my Contracts class.

Additionally, I am a member of the school's innovative Tech Edge J.D. Program, which aims to equip students with the skills needed to provide valuable services to technology companies upon graduation, such as negotiating and drafting transactional agreements, modeling cash flow projections, and presenting recommendations to decision-makers.

If you are looking for a candidate who can work collaboratively with your team, follow instructions, take initiative, consistently demonstrate a keen eye for detail and exhibit positivity, then I am your person. Thank you for your consideration, and I look forward to hearing from you.

Best regards,

Your Name Here

SARAH T. BRONCO

1234 Name Ave, San Jose, California | (408) 555-4453 | stb@scu.edu

June 23, 20XX

Hallie Brent
Baker Botts L.L.P.
1001 Page Mill Road #200
Palo Alto, California 94304

Dear Ms. Brent,

I am writing to express my interest in joining Baker Botts as a Summer Associate. After speaking to Kevin Sadler and Brian Jacobsmeyer at the rising 2L summer reception in Palo Alto, I was excited to learn about this position and Baker Botts litigation department. My goal is to gain valuable legal experience by working with many different practice groups in order to support the diverse client base that Baker Botts works with. With my prior experience as a legal intern and as a technology account executive at Intuit, I firmly believe that I will be a viable candidate for the position and can truly reflect the values that the office embodies.

As a legal intern at Intuit Corporation, I worked directly with supervising attorneys from across seventeen different practice groups, including corporate, development and engineering, litigation, and patents. I gained strong legal writing and research skills by drafting multiple legal memorandums on the different industry trends and its legal implications for Intuit. In addition, I also expanded my familiarity with understanding contract clauses within supply chain and commercial contracts by reading through different contracts and changing key terms depending on its legal consequences for the company. Being able to work in-house at a large technology company allowed me to get hands-on experience working with different departments and practice groups, as well as learn how to partner with outside counsel.

My prior experience in technology sales at Intuit enabled me to develop strong presentation and negotiation skills that allowed me to draft multiple complex proposals to customers. In addition, collaboration and teamwork were critical to close a sales deal and greatly contributed to my skill in working with others, whether in different departments or with outside clients.

The skills that I have gained throughout my time at Intuit, as well as law school, will allow me to provide high quality client service when working at Baker Botts. Thank you for your time and consideration. I look forward to discussing further how I can be an asset to Baker Botts as a Summer Associate.

Sincerely,

Sarah T. Bronc

Your Name Here

(510) 000-1234 |

ynamehere@scu.edu | 500 El Camino Real | Santa Clara, CA 95053

Add date here

[If specific judge then: Honorable Judge First and Last Name]

State of California Court of Appeal, Second Appellate District
300 South Spring Street
Los Angeles, CA 90013

Dear Justices of the Court: [If applying to specific judge: Dear Justice Last Name],

I am a second year law student at Santa Clara University School of Law, and I am writing to apply for the Fall 2021 Judicial Externship Program. I believe that my interest in legal advocacy, legal research and writing, and strong work ethic qualify me for the position.

My interest in the criminal justice system and the judicial process led me to law school. I am currently taking Appellate Advocacy, which has focused my interest on the appellate courts and I am eager to gain experience in an area of the law I may pursue as a future career. I started law school online due to Covid-19. I adapted to the “zoom” classroom and finished my 1L year strong with an “A” in my Legal Analysis, Research, and Writing course (LRAW).

Throughout LRAW I gained valuable experience in legal research and writing, earning the Witkin in the Spring semester. I drafted numerous memoranda, client advice letters, and a trial brief. I am currently working on an appellate brief for my summer course. I enjoy the challenge of finding relevant case law and the problem solving involved in legal writing.

Prior to law school, I worked full-time while putting myself through college, which required time management skills and self-discipline. As a Sales Manager at Frederick’s of Hollywood, I strengthened my ability to communicate clearly, and constantly adapted to new personalities in order to efficiently meet their needs. Additionally, I cultivated leadership and project management qualities by training and overseeing a sales team of four. This position required extensive organization and teamwork in order to train new employees and create schedules that take all employees' needs into consideration while providing the highest level of service.

I would be honored to have the opportunity to interview with you. Thank you for your consideration.

Respectfully,

Your Name Here