

Writing an Effective Cover Letter

Your cover letter is a writing sample and a part of the screening process. By putting your best foot forward, you can increase your chances to be interviewed. A good way to create a response-producing cover letter is to highlight your skills and experiences that are most applicable to the job or industry and to tailor the letter to the specific organization you are applying to.

Outline

Your address

Date

Title/name

Employer

Address

City, State, Area Code

The Topic: the reason why you write- the position

Dear Mr./Ms. last name of contact person:

First Paragraph : Tell why you are writing; name the position for which you are applying, and tell how you heard of this opening. State why you are interested in working for this employer. If you have lived in the area or know it well, mention this. Specify your interests in the type of work the firm does. Describe what is particularly appealing to you about the employer.

Second Paragraph : If you have had experience, courses, publications or clinic experience, be sure to point out what particular achievements you have accomplished in the employer's field or type of work. Indicate why you are qualified for the job. Emphasize pertinent items on your resume; add information that is not specifically mentioned on your resume. Include information that is pertinent to the job for which you are applying.

Third Paragraph: Have an appropriate closing to pave the way for an interview. Indicate your willingness to interview personally by stating when you will be in the area or by offering to make yourself available at the employer's convenience. You may wish to indicate that you will call the employer's office within a specific week to try and schedule an interview. Thank the employer for his/her consideration.

Sincerely,

(leave 4 blank lines for signature)

Your Name (typed)

Sample Cover Letter

Dear Ms. Johnson:

Please consider the enclosed copy of my resume an application for the position of law clerk with your firm. I learned from the Career Services Office that you plan to hire a first-year law student next summer. I was pleased to discover that your firm practices in the area of construction law because that area is of particular interest to me.

As the assistant office manager for Longfellow Construction Company, I was involved with some construction law issues. I find this practice area fascinating and would like to learn more about it, as well as the other practice areas of your firm. I enjoy researching and writing, as evidenced by my involvement with the school newspaper. I feel this trait would be an asset to your firm.

I am extremely interested in the summer law clerk position with your firm and would appreciate the opportunity to further discuss this matter during an interview. I can interview at your convenience. I look forward to hearing from you soon.

Sincerely,

Fredrick Firstyear

Summer Clerkship Cover Letter

Dear Mr. Williams:

Please consider the enclosed copy of my resume an application for the position of law clerk with your firm. I learned from Professional Development that you plan to hire a first-year law student next summer. I was pleased to discover that your firm practices in the area of municipal law because that area is of particular interest to me.

As an intern for the City of Indianapolis during college, I helped create and evaluate the city-wide facility needs assessment survey. Participating in this survey gave me a greater understanding of the Indianapolis community even though I have lived in the city all my life.

I am very interested in this position and would appreciate the opportunity to further discuss this matter during an interview. I will be in Indianapolis over the mid-winter break, December 15 through January 9, and can interview at your convenience. I look forward to hearing from you in the near future.

Sincerely,

Philip B. Firstyear

Cover Letter

Cover letter phrases.

Start a Cover Letter Phrases

- I noticed with interest your advertisement for ...
- I am writing in response to your advertisement posted on.....
- I am very interested in applying for the position of ...
- I am applying for the position of, which was advertised in
- I was interested to see your advertisement for ...
- I was referred to you by /name/, who informed me of a /position/
- I have pleasure in applying for the advertised position, as ...
- Please accept this letter as my application for the position of...

Cover Letter Phrases: Reasons for Applying for a Job

- I would be well suited to the position because ...
- My professional skills appear to be well suited to your company's requirements.
- I have a lively interest in ... and would appreciate the opportunity to work with you.
- As you can see from my enclosed résumé, my experience and qualifications match this position's requirements.
- I would be well suited to the position because ...
- My strengths are ...
- I believe the combination of my education and experiences have prepared me... □ It is a challenging position for which I believe I am well qualified.
- This position represents an opportunity to continue my committed career path...

Write about Your Skills

- I have a working knowledge of ...
- I believe I possess the right combination of ...
- I am an experienced user of ...
- My professional experiences are supplemented by...
- My interest and knowledge in this area was further enhanced by...
- My particular area of effectiveness is...
- I have an excellent command of ...

Close Cover Letter Phrases

- I would appreciate the chance to meet with you to discuss ...
- I look forward to our meeting.
- If you are interested, please contact me at ...
- I am eager to talk with you about the contribution I could make to your firm.
- I would welcome the opportunity to discuss these and other qualifications with you.
- Thanking you most sincerely for your time and consideration.
- I would welcome the opportunity to discuss further details of the position with you personally.
- Thank you for considering me for this very important position.
- I look forward with enthusiasm to an opportunity for an interview.