



# **SAMPLE COVER LETTERS**

## 1L STUDENT NAME

555 Birch Avenue • Washington, DC 20512 • (202) 555-5555 • flastname@law.gwu.edu

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January 3, 2017

The Honorable Maria A. Smith  
The Superior Court of the District of Columbia  
500 Indiana Ave, NW  
Washington, DC 20001

Dear Judge Smith:

I am a first-year law student at The George Washington University Law School, and am writing to express my interest in a legal internship in your chambers this summer. I am particularly interested in a judicial internship because I have an interest in advocacy and dispute resolution, and am pursuing a career in litigation.

Through my academic and extracurricular experiences, I have developed strong research and writing skills that will allow me to serve as a successful intern in your chambers. In particular, I earned an A for the memorandum I wrote in my first-semester legal research and writing class. In addition, as an undergraduate studying history at The University of Maryland, I wrote a number of substantive research papers in my U.S. History, Civil War, and Legal History classes.

I also have substantial conflict resolution, oral advocacy, and public speaking skills. In my first semester of law school, I was selected, through a highly competitive process, to be a member of the Alternative Dispute Resolution Board. During my tenure as President of my undergraduate student body government, I spoke at a variety of engagements across campus. As a resident assistant, I resolved roommate disputes through informal counseling, and regularly responded to resident emergencies and incidents. Finally, as an attorney on my university's mock trial competition team, I developed a variety of public presentation and courtroom advocacy skills. I am eager to apply these skills in assisting with the work that you do as a trial court judge.

I would be delighted to discuss my qualifications with you in further detail. Enclosed please find my resume for your review. I can provide my transcript later this month after my first semester grades have been released. Please let me know if you require any additional information, and thank you for your time and attention.

Sincerely,

[Signature]

First Lastname

Enclosure

**2L STUDENT NAME**

2500 Beech Drive, Alexandria, VA 22307 | 703-444-8888 | flastname@law.gwu.edu

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July 12, 2016

Mr. Martin Jones  
Attorney Recruiting & Training Coordinator  
Johnson & Smith, LLP  
455 Fifteenth Street, NW  
Washington, DC 20005

Dear Mr. Jones:

I am a rising second-year law student at The George Washington University Law School writing to express my interest in a 2017 summer associate position at Johnson & Smith, LLP. As an aspiring litigator, I am particularly interested in working for Johnson & Smith because of the level of expertise your attorneys bring to their clients, and the firm's reputation for developing talented litigators. Through my work experience prior to law school, as well as the legal experiences I participated in this year, I have developed the skills that will allow me to be a successful summer associate.

As a judicial intern and a research assistant, I have conducted substantial targeted research and subsequent written analysis. My major responsibility while interning for Judge Susan Carter on the United States District Court for the District of Columbia involved drafting orders deciding such matters as whether summary judgment or motions to remand should be granted. In addition, I had the opportunity to assist in drafting an opinion for the Ninth Circuit on a complex habeas case, which involved several tiers of analysis. As a research assistant for Professor Martin Brown, my main assignment involved analyzing how different circuits are deciding the constitutionality of targeted restrictions on abortion providers. I combed through current case law in this area, identifying the different approaches circuits are taking in deciding these issues, and presented this work product in an accessible way. These experiences exposed me to different styles of legal writing and creative arguments advanced by attorneys at different stages of litigation, and taught me the importance of conducting streamlined research.

The breadth of research and writing experience I gained this summer, along with my willingness to learn and dive into challenging assignments, will make me a great fit for Johnson & Smith. I welcome the opportunity to meet with you to discuss my qualifications in greater detail. If you require additional information, please do not hesitate to contact me.

Sincerely,

[Signature]

First Lastname

Enclosures

**3L STUDENT NAME**

456 Willow Way, Washington DC 20052 • (202) 987-6543 • lastname@law.gwu.edu

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August 15, 2016

Ms. Janet Doe  
Doe & Associates, PLLC  
123 K St., NW  
Washington, DC 20054

Dear Ms. Doe:

I am writing to apply for the 3L Fall Law Clerk position you recently posted on The George Washington University Law School's job board. I am particularly interested in your firm because I have a background and interest in corporate and transactional work. I also have prior experience working in a small corporate law firm such as yours. I believe that my experience and educational background makes me a good fit for this position.

This summer, I acquired substantial in-house experience working for DMV Partners, an international real estate entity that develops and manages commercial properties. In that role, I analyzed numerous lease agreements and flagged issues of concern for our attorneys and leasing agents. In addition, I assisted with negotiating and drafting concessionaire agreements for DMV's Shopping Center Division. By reporting to multiple executives across the country regarding a broad variety of issues, I developed not only transactional law expertise, but the ability to remain flexible and prioritize conflicting client demands.

I also have the strong legal research and writing skills necessary to assist you in representing your clients. During my internship with the Consumer Financial Protection Bureau, I researched and drafted multiple memoranda detailing fraudulent lender activities for my supervising attorneys. Also, as a paralegal with a small real estate firm in Florida, I was frequently asked to research both factual and legal issues relating to a variety of matters. In addition, as a contributor to IPEL Brief, GW's student-run Intellectual Property and Entertainment Law blog, I researched and wrote several short articles analyzing recent developments in trademark law. I am confident that this experience will translate well to the work you do and allow me to be a successful law clerk.

Finally, having been a paralegal for a two-person firm before law school, I know I excel in an environment where I am expected to take initiative, multitask, and problem-solve. I greatly enjoyed working in a small, office, and particularly appreciated being able to take on significant independent responsibilities. I hope to contribute in a similar fashion to your firm, and appreciate your taking the time to consider my application. Thank you, and I look forward to hearing from you.

Sincerely,

[Signature]

First Lastname

Enclosures

## GRADUATING STUDENT NAME

6789 Juniper Court, Apt. 2, Rockville, MD 20852 | (202) 123-4567 | lastname@law.gwu.edu

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March 25, 2017

Ms. Roberta S. Green  
Office of Administrative Law Judges and Dispute Resolution  
Federal Energy Regulatory Commission  
888 First Street, NE, Suite 11-F  
Washington, DC 20426

Dear Ms. Green:

I am a third-year student at The George Washington University Law School, and I am very interested in a clerkship position with the Federal Energy Regulatory Commission's Office of Administrative Law Judges and Dispute Resolution. I am particularly interested in this opportunity because I have a passion for public service and aspire to work in the field of energy regulation.

My legal education and professional experience have given me strong research and writing skills that will help me succeed as a clerk. For example, as a Research Assistant to Donna Attanasio, the Senior Advisor for Energy Law Programs at The George Washington University Law School, I have conducted extensive research on jurisdictional, regulatory, and financial obstacles to the implementation of smart grid technologies. Additionally, as a Senior Notes Editor for the *George Washington Journal of Energy and Environmental Law*, I help students write and edit their scholarly notes. Last year I drafted a scholarly note which examined the Foreign Investment and National Security Act of 2007 and its potential effects on renewable energy investment in the United States. As an intern with the Environmental Protection Agency ("EPA"), I wrote a research paper analyzing Dominion Virginia Electric and Power Company's proposed Renewable Generation Pilot Program, which strengthened my understanding of utility regulation and green energy programs. The paper was published online as part of the *Journal of Energy and Environmental Law's* Paper Series.

I have also developed substantive expertise on administrative and energy law issues through my law school coursework and an internship with the EPA. Through my energy-related coursework, I have a strong understanding of the Federal Power Act, Natural Gas Act, and numerous FERC orders and regulations. I also have foundational knowledge of issues such as rate-setting, utility cost-recovery, and federal-state jurisdictional boundaries. I also gained practical experience interpreting and applying complex federal statutes and administrative law concepts as an Honors Law Clerk at the EPA. My experience with energy and administrative law issues will allow me seamlessly to obtain technical competence in the energy law field.

The skills I have acquired through my education and work experience will enable me to excel at FERC. I have enclosed my resume, transcripts, writing samples, and reference letters for your consideration. Thank you and I look forward to hearing from you.

Sincerely,

[Signature]

First Lastname

Enclosures