



## COVER LETTER FORMATTING CHEAT SHEET

### Your Name & Contact Information (Match Resume Header)

Date [MONTH --, YEAR]

Contact Name

Contact Title

Name of Organization

Contact Address

Dear [MR./MS./JUDGE NAME]:

#### ¶ 1: Introduction

- Who you are, including **YEAR** at The George Washington University Law School
- State the **POSITION FOR WHICH YOU ARE APPLYING**
- What you want/why you are interested (Include **POSITION TITLE, EMPLOYER NAME** and **OFFICE LOCATION**)
- Support your interest with **GEOGRAPHIC CONNECTION** (if applicable), **PRACTICE AREA INTEREST**, and/or **PRACTICE SETTING EXPERIENCE**
- Why you are a good fit and how you will make an immediate contribution

#### ¶ 2: Most Relevant Experience

- Topic sentence: State your **MOST RELEVANT SKILLS, E.G., RESEARCH, WRITING, ANALYSIS OR PARTICULAR AREA OF THE LAW/PRACTICE SETTING**
- Use **SPECIFIC** examples of how that experience/knowledge was gained, e.g., classes, papers, internships, previous work experience

#### ¶ 3: Optional -- Other Relevant Experience

- Topic sentence: State **OTHER TRANSFERRABLE SKILLS OR PARTICULAR AREA OF THE LAW/PRACTICE SETTING**
- Use **SPECIFIC** examples of how you improved/worked on/developed the core legal skills **AND** examples of recognition received for the strength of the core legal skills
- **OR** Examples of how the experience/knowledge of the other relevant skills was gained

#### ¶ 4: Conclusion

- Reiterate what you have to offer,
- Thank you for your time and consideration

Sincerely,

Name

Enclosures