

## COVER LETTER CHECKLIST

- ✓ Format your cover letter to reflect the standard letter format.
- ✓ Proofread - there should be no errors in grammar, spelling or punctuation.
- ✓ Tailor each cover letter to reflect the qualifications required for the specific employer or position.
- ✓ Individually print and personally sign each letter.
- ✓ Do not exceed more than one page in length.

### Salutation

- ✓ Begin the letter with "Dear :" and addresses the person by name. Never use "Mrs." for a female addressee. Instead always use "Ms."

### Introduction

- ✓ Explain who you are.
- ✓ State the position for which you are applying.
- ✓ Explain your particular interest in the position and the employer.
- ✓ Discuss your reason for wanting to work in that particular area if your geographic ties are not evident from your resume.

### Body

- ✓ Clearly demonstrate the relationship between the employer's work and your experience or career interests.

### Closing

- ✓ Thank the employer for their consideration.
- ✓ Close with "Respectfully" for a judge, or "Sincerely" for everyone else.
- ✓ Indicate in the lower left corner whether you are including enclosures.

## COVER LETTER TEMPLATE

Your Present  
Address  
City, State  
Zip Code

Date of Writing

FirstName M.I. LastName, Esq.  
Title (if known)  
Firm/Company/Organization/Court  
Street Address  
City, State, Zip Code

Dear Mr. (or Ms., or Judge, or Dr.) LastName:

**First Paragraph:** Tell the reader why you are writing. If you know of a specific job opening, explain how you learned about it -- give specifics, including dates, name of resource, person who referred you. Name the position, field or legal area about which you are inquiring. Discuss your reason for wanting to work in that particular area if your geographic ties are not evident from your resume

**Second and Third (if necessary) Paragraphs:** Discuss one or two of your strongest qualifications as they relate to the job/career area for which you are applying. Write about things you think would be of greatest interest to the employer. Tell why you are particularly interested in his/her firm, location, legal practice area. Point out any related experience, coursework or specialized training. Show how your past experiences are relevant to successful performance on this job. Give examples which demonstrate your abilities and accomplishments, as opposed to saying "I'm wonderful so hire me." Do not tell them how great this job would be for you; tell them how great you would be for this job. Make the connection between your experiences and the skills needed for the position. Do not repeat your resume -- just highlight certain relevant points and elaborate as appropriate.

**Last Paragraph:** Conclude the letter by indicating your interest in meeting with the employer to discuss your qualifications for the position. If you are applying to an employer outside of the area, and you will be in that area in the near future, indicate when you will be available for an interview. Restate your interest in the position and your enthusiasm about the possibility of interviewing for the position. Thank the employer for their consideration.

Sincerely,  
(Respectfully, if to a judge)  
Your Signature

Type Your Name

Enc.