



Cover Letter Breakdown for Students

A cover letter explains to an employer why you are the best candidate for their job. Your cover letter is also a writing sample. Keep it to one page. Be simple and concise. Use short sentences; attorneys appreciate writing that is to the point. Be descriptive, use active voice, and vary your word and sentence structure (e.g., avoid beginning every sentence with "I"). When sending a cover letter electronically either for review or as part of a job application, label your file appropriately with your name, document type, and date (e.g., "Schmidt Shirley Cover Letter Jan 20"). Avoid long file names. Unless requested otherwise, submit a PDF version to retain your format, font, and other settings.

SHIRLEY SCHMIDT

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January 10, 2020

Jane Brown, Esq.
Hiring Partner
Brown & Cabrillo
1714 Villa Coral Street
Pasadena, CA 91125

Dear Ms. Brown:

It is with great enthusiasm that I write to apply for a law clerk position with Brown & Cabrillo for the summer of 2020. I am a second-year law student at LMU Loyola Law School, where I am in the top 20% of my class and the Articles Editor of the Loyola of Los Angeles Law Review. My interest in Brown & Cabrillo stems from the firm's focus on real estate litigation as well as its recent work on the *New Hotel vs. Neighborhood Association* case. Given my background in commercial real estate, my strong verbal and written communication skills, and my significant business training, I am confident that I can contribute greatly to your firm this summer.

After receiving my Bachelor of Arts from the University of Arizona, I gained three years of valuable experience as a property manager for a major apartment complex in Los Angeles. While working as a property manager, I strengthened my communication skills by interacting with tenants and prospective renters to address their questions and concerns. This foray into real estate piqued my interest, and I subsequently obtained my real estate license.

At LMU Loyola Law School, my primary interest continues to be real estate, and I received a notably high grade in Property (A-). This past summer, I gained practical experience in real estate as a law clerk for a small private firm with a growing land use practice. During my time as a law clerk, I honed my research and writing skills drafting memoranda regarding property value assessments and land use ordinances. I also perfected my attention to detail as I reviewed and analyzed land use agreements. I continue to seek out opportunities for exposure to this practice area as a member of Loyola's Real Estate Law Society and as a student member of the Urban Land Institute.

Attached is a copy of my resume for your review. I would welcome the opportunity to meet with you to discuss the position and qualifications in greater detail. Thank you for your time and consideration, and I look forward to hearing from you.

Sincerely,

Shirley Schmidt

Attachment

Insert the same header as your resume.

Direct your cover letter to a specific person. In the salutation line, insert their honorific (e.g., Ms., Mr., Judge), last name, and a colon—no comma. Use "Dear Hiring Partner" or "Dear Recruiting Manager" if no person is indicated. Do not write, "To Whom it May Concern."

In your introductory paragraph, explain who you are and why you are writing. Explain your interest in the specific employer. Include any compelling reasons they should consider you (e.g., "an employee encouraged me to apply.") Express your desire to be of service to their organization (i.e., explain what you can do for them, not what they can do for you). Identify three or four relevant skills and/or qualities that address the employer's hiring requirements and that make you ideal for the job.

Describe specific examples from your education, work history, and/or volunteer experience that demonstrate the skills and qualities you listed in your opening paragraph. Do not regurgitate your resume.

In your last paragraph, refer to any enclosed documents, request an interview, and thank the reader for their consideration.

When writing to a judge, use "Respectfully yours." Otherwise, close with "Sincerely."

Note any additional materials with "Attachment" or "Attachments" (or "Enclosure" or "Enclosures").