

COVER LETTER FORMAT BLOCK STYLE

Your Address
City, State Zip

Do NOT include your name in the header or use your resume header.
There is one space between state and zip code. Be consistent regarding whether to abbreviate state here and in the addressee block.

December 1, 2019

There should be two hard spaces between your address and the date.

Contact Name
Contact Title
Employer Name
Employer Street Address
City, State Zip

There should be four hard spaces between the date and the employer's name.

Never use "To Whom It May Concern." Be sure to use a COLON, not a comma. Do NOT include first name.

The text of the letter should be single-spaced. A double space should separate the paragraphs.

Dear Mr./Ms.(NOT Mrs.)/Judge Last Name:

FIRST PARAGRAPH: State your class year and where you go to law school, and the position for which you are applying. Do not introduce yourself by name. Discuss your interest in or tie to the employer's geographic area and your interest in this particular employer. If applicable, note the person who recommended that you contact the employer.

SECOND PARAGRAPH: Discuss how your qualifications, skills, and experiences fit the needs of the organization. Consider starting the paragraph with a strong topic sentence highlighting two or three main attributes or skill sets, and *in the following sentences, cite examples bolstering these points*. Be specific with your examples – describe what you have done in a previous experience and avoid generalities.

THIRD PARAGRAPH: Mention your desire for an interview and your availability. If you are applying through an on-campus recruitment program, note that you hope to meet them on the date of program. If the employer is not interviewing on campus, note when you will be in the area where the employer is located and that you would appreciate the opportunity to meet with the employer at that time. Even if you have not planned a trip, you can mention your willingness to travel to the city for the interview. Indicate that you look forward to speaking with them soon, and express appreciation for the employer's consideration.

The closing is positioned two lines below the last line of the body.

Sincerely,

Signature

Your Name Typed

Use "Sincerely" or "Very truly yours" followed by a comma, four hard returns and your signature line. Sign your letters by hand or insert a clean cropped electronic version (jpg) of your hand-written signature. Avoid cursive fonts.

Enclosure

Simply state "Enclosure" or "Enclosures" two hard lines below the signature line to signify the inclusion of your resume, transcript, writing sample, and/or reference sheet.

Your cover letter should be one page only and have 1" margins on all sides.