

Section IV: Cover Letters and Other Application Materials

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A well-written cover letter encourages the prospective employer to look at your résumé and bring you in for an interview. You should personalize and target your letter to a particular employer and convey your enthusiasm for the employer and position. A cover letter should state your employment objective. It can also convey information that did not fit on your résumé or was not necessarily appropriate for a résumé. The goal of the cover letter is to tell the employer why they should hire you.

Getting Started

As with your résumé, a cover letter should be professional in tone, short, concise, and error-free. Remember, you are selling yourself to the employer in your letter and not merely expressing your interest in working for them.

There is no “best” way to write a cover letter, though set forth below are overviews of the paragraphs in a three-paragraph cover letter. If you find it difficult to start writing, one suggestion is to ignore all conventions of business writing and format—simply write out what you wish you could say. Getting your thoughts on paper is the first step; once your thoughts have been written, you can rephrase them so that they are organized and appropriate for a cover letter.

Cover Letter Presentation

A cover letter is a professional business letter. The paper should be the same quality as your résumé. Similar to your résumé, you should use a simple font such as Times New Roman, Arial, or Century Schoolbook (use the same font as on your résumé). Font size should range from 11–12 point, and the overall letter should rarely exceed one page.

Cover Letter Format: The Basics

Heading

The cover letter should include a heading at the top of the page. The heading should include the date and your return address. It should also include the contact name, title, and address of the employer. Because you will attach a résumé to the cover letter, it may make sense to use the same heading on the cover letter as on the résumé.

Address

At risk of stating the obvious, you need to address the letter to an individual. Identify the actual person to whom the letter should be sent (either through a job posting, the office’s website, or even by calling the office and asking). The person’s name, title (if available), organization, and mailing address should be listed under the date, but before the salutation. (*See chapter Sample Cover Letters in this guide.*)

Remember: Always address the cover letter to a specific person rather than “Hiring Partner.” Call to identify the appropriate person or to verify that you have the correct information.

In addition to the hiring partner, recruiting coordinator, etc., consider sending your résumé to a John Marshall alumnus at the office, or the head of your desired specialty area.

Cover Letter Format: The Body

The body of a cover letter can be three to four paragraphs. However, good cover letter writing demands that regardless of length, the letter should be individualized and specific to the employer. We cannot stress enough that a generic form cover letter will fail to distinguish you and your résumé from other applicants.

Paragraph One: “This Is Who I Am”

Paragraph One needs to catch the reader’s attention. It introduces you, your interest in the employer, and how you came to send this employer your résumé.

Example:

- I am a first-year law student at The John Marshall Law School and am writing to express my interest in working at Smith & Jones LLC as a summer law clerk.

Use the second sentence to specify why you are writing to this employer. The single best way to do this is to have a reference or specific reason for contacting the employer.

Examples:

- Professor Marshall suggested I contact you regarding opportunities with your firm.
- I am following up with our conversation from the CBA Labor Law Committee meeting regarding a possible clerkship with your firm.

If you do not have a personal connection, emphasize your professional or academic credentials as they may relate to the particular position. You can say why you want to work at the office and how you will contribute. You can even stress your commitment to the office’s legal community.

Examples:

- I am responding to your advertisement for a law clerk. As a first-year law student with two years of paralegal litigation experience, I would be able to immediately assist your firm’s litigation group.
- I am writing to you because your work with the environment interests me tremendously.
- As a lifelong Chicago resident, I am very excited about beginning my legal career in the community.

Note: This is a short paragraph, and you do not need to go into great detail. Your goals are to entice the reader to continue reading and to sell yourself.

Be sure to type the employer's name exactly as the firm uses it. Common mistakes include omitting commas or adding extra commas. Additionally, the first time you mention the employer, use the full name (e.g., Tarkenton Foreman & White LLP). Thereafter, you may use a shorter version of the name; most law firms have commonly used shortened versions of their name, which can be found by looking at how they refer to themselves on their own website (e.g., Tarkenton Foreman).

Paragraph Two: "This Is What I Like About You"

Paragraph Two is your opportunity to demonstrate your knowledge of and interest in the employer. Since in many ways your cover letter is a writing sample, here you have a chance to show your research skills.

Note: Recognize that for some employers, particularly small firms and sole practitioners, you simply will not be able to find enough information to write a solid Paragraph Two. Rather than include a generic paragraph, you may want to add a simple sentence or two at the end of Paragraph One stating your interest in the employer and otherwise skip Paragraph Two. Why is it that you are writing to this particular employer? Other than the fact that they offer an opportunity for paid employment, why have you sought them out?

Take the time to learn about the employer so that you can tell them what it is that makes you want to work for them. Begin by providing a solid introductory sentence and then highlight the specifics that have attracted you to this employer.

Examples:

- My interest in labor law greatly aligns with Smith & Jones's history of union representation.
- I am particularly excited about Kramer Young's summer associate program, through which I would be exposed to several areas of law during the course of the summer.

The key is to highlight those aspects of the employer that resonate with you, and express your interest in such aspects while also (if possible) giving a plug for your own skills.

This paragraph need not be more than three or four sentences. But it should be specifically tailored for each employer—if this paragraph looks exactly the same for a large law firm as it does for a government agency, then you probably have not made enough of an effort at making it employer-specific.

Paragraph Three: "This Is What I Can Do for You"

As indicated by the heading, Paragraph Three needs to answer the employer's question, "What can you do for me?" In Paragraph Two, you addressed why you want to work for the employer; now the employer needs to know why they should hire you.

Step One: Identify Your Strengths

Determine certain skills and attributes that you would like to stress to the employer. One way to do this is to look for themes within your résumé. Reread it several times and, rather than looking at what you did in any particular job, look to see what skills you acquired through all of your jobs and other experiences. For example, if you performed economics research as an undergraduate, worked as an insurance investigator, and most recently conducted legal research as a summer law clerk, it would make sense to stress your research skills.

Step Two: Focus on the Employer's Interests

Look at the job posting or research the employer to determine what your responsibilities might be. Decide which of your strengths identified above best align with what the employer is seeking.

Step Three: Begin Writing

Apply your information and knowledge from Steps One and Two and write an argument on behalf of your number one client—you. Begin with a strong introductory sentence and then present "arguments" about your various skills and attributes and how they fit the job description.

Focus on one to three accomplishments or skills that would be of particular interest to the employer. Do not simply repeat what is on your résumé, but expand on the skills or talents mentioned. Further, synthesize across the résumé, supporting assertions about your skills with evidence from all areas on your résumé. Doing so will have a much greater impact than moving from résumé item to résumé item and describing what skills relate to each.

This is also a good place to incorporate information that did not fit on your résumé but may still be applicable. Avoid conclusory statements (e.g., "I am a hard worker.") unless you are able to provide supporting evidence. State the facts and let the employers draw their own conclusions.

This should be the longest paragraph in the cover letter, but should not exceed five or six sentences.

Examples:

- Having spent several of my summers assisting my mother in her medical practice, I developed a substantive understanding of medical issues. This understanding grew into a desire to be a summer law clerk for a small medical malpractice law firm.
- My academic achievements demonstrate that I am motivated and can produce quality work. My GPA places me in the top 20 percent of my class.
- I have developed strong public speaking skills, not only through my participation in Moot Court, but also during college, working part-time in the admissions office, and conducting tours for prospective students.
- I am comfortable supervising others. As manager of the Student Activities Office at Loyola University, I delegated numerous projects and tasks to 10 student employees. My supervising skills were further strengthened while working as a branch manager for LaSalle Bank.
- I am continuously developing my writing skills. Many of these skills were honed while writing for my college newspaper and further strengthened as a member of *The John Marshall Law Review*.
- I have always taken pride in my strong organizational skills. Even as a summer camp counselor, I volunteered to plan staff outings, including five evening and two weekend excursions.

Paragraph Four: “This Is How I Will Proceed”

Paragraph Four is the easiest to write. Acknowledge the inclusion of a résumé, thank the employer for his/her consideration, indicate an availability to meet at the employer’s convenience, and if the organization is out of town, let the employer know when you will be in the area. End on an upbeat note.

Examples:

- I welcome the opportunity to discuss my qualifications with you and your firm’s needs.
- Thank you for taking the time to review my résumé. I look forward to hearing from you soon.

It is okay to be aggressive in seeking to establish an interview, as long as you are polite.

Example:

- I will be in [city] on [date] and would be happy to call and arrange for a convenient meeting time.

Cover Letter Dos and Don’ts

- Sending out mass mailings to every employer in a city is often a tempting (and very ineffective) option for students. Bear in mind that a very low response rate is common for mass mailings.
- A better approach, if you are sending out numerous cover letters without a personal contact, is to send targeted mailings. Identify firms by their practice areas, size of firm, geographic location, reputation for hiring John Marshall alumni, or any other factor, and structure your cover letter to reflect strengths the employer will appreciate.
- Keep track of all employers to whom you have sent résumés and letters. Include names, dates, etc. Keep the list by your phone, so that if you receive a phone call from a person whose name you do not recognize, you can scan the list and refresh your memory. Knowing the date that the letters were sent will help you in following up in a timely fashion.
- Follow up on all correspondence, unless the employer specifically states “no phone calls.”
- Employers want to see that you have done your research. When an employer receives hundreds of unsolicited résumés, a form cover letter is easy to spot. Be original with your words.
- When including a résumé and other documents, be sure to include the word “Enclosure” or “Enclosures” (as appropriate) under the signature line at the bottom of the page, so that the reader knows to look for additional pages.
- Cover letters can be mailed, emailed, or hand delivered. If emailing, you can put something like the following in the body of your email:

Subject line: Application for [your name]

Dear Ms./Mr. _____:

Attached please find my [cover letter and résumé] in application for the [position title] with [full name of employer]. If you have questions or require any additional information, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,
[your full name]

If a particular format is not specified, we recommend attaching documents in PDF format.

Remember: You are more likely to stand out if you personalize your cover letters.

Sample Cover Letters

A Note of Caution: You are being supplied with several samples. DO NOT COPY sections of these letters verbatim. If you parrot any of these phrases word for word you are doing yourself a disservice. John Marshall students often send résumés and cover letters to the same employers. If a given employer receives two or more cover letters that use the same wording, he or she will know you copied the language or idea. This has happened in the past and it is embarrassing for both the student and the law school when employers call the Career Services Office to complain.

Sample Cover Letter Format

Your Name (12–16 pt. size)

Address (10–12 pt. size)

Phone Number

Email

Current Date

Individual's Name

Title

Firm Name

Address

City, State, Zip Code

Dear Mr./Ms. _____:

State purpose of letter; who you are (*e.g.*, a second-year law student at The John Marshall Law School) and name of job for which you are applying. If someone has recommended you, mention the person's name. Tell how you learned of the position if appropriate. Refer to any ties you have to the employer or the city where the employer is located.

Give details explaining why you are interested in the job and/or the employer. Reasons could include type of employer (*e.g.*, interest in public service organization), mix of practice areas, geographic location, and specialization in a practice area. This needs to be genuine, not contrived or "boilerplate."

Tell the employer why you should be considered for the position and list a few qualifications you feel are most likely to catch the attention of the reader. Either highlight main points from your resume or mention additional items not included in your resume (*e.g.*, courses taken pertinent to the job). Items such as high grades, honors, strong work ethic, leadership skills, prior career, legal experience, and research/writing/analysis skills may all be relevant depending on the position.

Request an interview and state when you will be available. Provide a phone number where the employer may contact you and thank the employer for his/her consideration of your resume.

Sincerely,

(Signature)

Typed Name

Enclosure(s)

Ashley Cheng

3245 North Broadway Street, Apt. 2 · Chicago, IL 60657 · (773) 552-4262 · C.Ashley@gmail.com

August 20, 2017

Ms. Kathleen Hogan Morrison
70 West Madison Street, Suite 2100
Chicago, IL 60602

Dear Ms. Morrison:

I am a first-year student at The John Marshall Law School, and I am submitting this application for the law clerk position at your firm. I am also interested in speaking with you to learn more about your involvement with adoption law. Your achievement of being a 2014 “Angel in Adoption” is very impressive, and I hope to hear more about the work you have done to earn this award.

I entered law school with the intention of becoming a family law attorney, and am looking forward to working in a law office setting. I have experience in clerical work, answering phones, and typing documents, and pride myself on my work ethic and have a strong academic record. Additionally, I am familiar with the juvenile court system through my volunteer position with Court Appointed Special Advocates. My work and volunteer experience, as well as my ability to adapt and learn new skills, make me an excellent candidate for the law clerk position with your firm.

My resume is enclosed for your review. I would appreciate an opportunity to meet with you to discuss the possibility of employment. Thank you for your time and consideration.

Sincerely,

Ashley Cheng

Enclosures

Sarah Cromwell

2500 W. Rogers Road
Naperville, Illinois 60204
708.373.2854 · scromwell@gmail.com

September 1, 2017

David Ellis
First Assistant State's Attorney
Richard J. Daley Center
50 W. Washington Street, Room 500
Chicago, Illinois 60602

Dear Mr. Ellis:

I am writing due to my interest in obtaining a position as a law clerk at the Cook County State's Attorney's Office. Matthew Mandel suggested that I contact you about my interest in criminal law. He encouraged me to work for the State's Attorney's Office and believed it would be the best practical experience for continuing my career goals. Since high school, I have focused my efforts toward a career in criminal prosecution. During my undergraduate studies, I took the initial step by interning with the Cass County State's Attorney's Office in Fargo, North Dakota. I worked in connection with their domestic violence cases and helped facilitate their federal grant in that area.

Currently, I am completing my second year at The John Marshall Law School. My coursework, including Criminal Law, Evidence, and Trial Advocacy has strengthened my interest in criminal prosecution. A clerkship with the Cook County State's Attorney's Office would not only bolster my career, but benefit your office.

I look forward to discussing how I can contribute to your office. Although I will be taking classes this summer, including Criminal Procedure, I have structured my schedule to be available every day. Perhaps we could meet briefly sometime during the next two weeks to discuss your office's needs and how I can help.

Sincerely,

Sarah Cromwell

Michael Nguyen

252 N. Wabash Avenue, Unit 2
Chicago, Illinois 60604
312.272.3975 •
mnguyen@gmail.com

May 1, 2017

Ms. Tania Madison
Colomna & Orlando, LLP
1560 W. Madison Street, Suite 1200
Chicago, Illinois 60611

Dear Ms. Madison:

Dan Wilson referred me to you regarding summer employment. I am completing my first year at The John Marshall Law School and am interested in working as a law clerk for your firm this summer. I am considering a career in litigation and look forward to assisting the attorneys at Colomna & Orlando with serving the needs of your clients. I believe that my experience and training will allow me to quickly learn what is expected of a law clerk at your firm and I look forward to gaining additional knowledge and experience in personal injury law.

Before attending law school, I had the opportunity to work in a personal injury law firm. Through this experience, law school, and growing up around a family of lawyers, I gained valuable insight into personal injury law. As a first-year law student, I have taken Torts and will be completing Civil Procedure before this summer. Furthermore, school, work, and four years of college basketball have taught me to work hard, stay disciplined, and be a team player.

I would enjoy meeting with you or others in your office to discuss a summer position. Thank you for your consideration.

Sincerely,

Michael Nguyen

Enclosure

Stephen Kellogg

3000 Westchester Street #3 • Chicago, Illinois 60612 • (773) 226-6134 • skellogg@law.jmls.edu

March 17, 2017

Mr. Philip Ackerman
Johnston Greene LLC
542 S. Dearborn Street
Suite 1100
Chicago, Illinois 60605

Dear Mr. Ackerman:

I am interested in obtaining a summer clerk position with Johnston Greene LLC. My experiences as a law student and judicial extern have fostered a strong interest in practicing civil litigation. This position offers an invaluable opportunity to directly impact the litigation process by performing research, drafting memoranda, and any other tasks necessary to put on the best case for the client. I am especially interested in the practice of law as it pertains to governmental representation, as well as representing the interests of small and mid-sized businesses.

My unique academic and professional background make me an attractive candidate for this position. Prior to becoming a full-time law student, I worked in sales and logistics for six years. My experiences at ABC Worldwide, an exceptionally frenetic and high-energy office, instilled in me the importance of handling myself and my responsibilities in a competent, efficient, and professional manner. Those qualities have served me well as a law student, as demonstrated by my various academic honors and scholarships. In addition to my academic work, externing this semester in the chambers of Judge Nolan Ryan in the Federal District Court for the Northern District of Indiana allowed me to develop my legal writing and researching skills while working on assignments more attuned to the everyday practice of law. Given my track record, I am confident that I am someone that Johnston Greene would be proud to have on its team as a summer clerk.

I am available to begin as early as June 1. Thank you for taking the time to review my credentials. I look forward to hearing from you soon.

Sincerely,

Stephen Kellogg

Enclosures

Justin Gregor

2245 Pointer Road • Grayslake, IL 60030 • (847) 628-4783 • jgregor@law.jmls.edu

September 17, 2017

Ms. Lisa Taylor
Mason Dixon LLP
Three First National Plaza
60 West Madison Street, Suite 3000
Chicago, IL 60602

Dear Ms. Taylor:

I am a second-year student at The John Marshall Law School and am sincerely interested in working as a summer associate at Mason Dixon LLP. I attended a cocktail social at your firm's Riverside Plaza office earlier this spring and was extremely impressed. All of the attorneys were both professional and cordial. Through this networking event I was able to make acquaintance with Ms. Samantha Summers in your Labor & Employment department. Ms. Summers provided me with plenty of useful information on specializing in employee benefits law. Due to my previous experience managing a unionized workforce, I am extremely interested in labor and employment law. While working on my master's degree in human resource management, my interest in employee benefits law was piqued. I would love to put my previous experience to good use at Mason Dixon LLP.

I currently rank in the top 5% of my class, am a member of *The John Marshall Law Review*, and have repeatedly been named to the Dean's List. I am a compelling writer and consistently rank at the top of my Lawyering Skills classes at John Marshall, which has a highly-ranked legal writing program.

I have experience managing employees and very detailed projects through my previous position as an Electrician Foreman for Silver Lining Electric Association, and have also obtained extensive leadership experience, in dynamic situations, through my military service. This experience has taught me to take charge of an assignment even when the situation is fluid, and will aid me in being both adaptive and innovative when working in an unpredictable legal environment. I currently have over 12 years of service in the U.S. Air Force. Due to my strong work ethic, I have obtained the rank of Technical Sergeant, and have supervised hundreds of airmen during my military career. I will continue to demonstrate this ethic as an associate in order to efficiently produce high quality research and writing assignments.

I look forward to discussing how my knowledge, skills, and abilities can contribute to your firm. Thank you for your time and consideration.

Sincerely,

Justin Gregor

Harris Lamont

900 W. Bellaire · Chicago, IL 66061 · 847.525.3574 · HarrisLamont@gmail.com

June 10, 2017

Mr. Timothy Pippen
Woods Filmore & Doomer
50 West Monroe Street, Suite 3700
Chicago, IL 60603

Dear Mr. Pippen:

I am interested in the law clerk position at Woods Filmore & Doomer. In particular, this position appeals to me because of my human biology degree, understanding of human anatomy and biological processes, and past professional work experience.

My prior work experience in research equipment sales has helped me to develop solid communication and professional skills. At Balmoral Corp. of America, I was able to use my human biology degree to understand researchers' work and needs and then provide to them solutions to their problems. I used my persuasive skills to expand the company's customer and business potential. My experiences at Balmoral instilled in me the importance of handling myself in a professional manner. These qualities, as well as my desire to learn and work hard, allowed me to further my success at Mantell Corp. where I achieved several months as a top sales performer in the company before leaving to attend law school.

While in law school, I have used the skills and maturity gained from my professional work experience to achieve academic success. I was one of only thirty first-year law students accepted into The John Marshall IP Honors Legal Writing Course and one of just fourteen who completed both semesters of the course. The program has given me the knowledge and tools that allow me to excel past other second and third year students in legal research and writing.

Thank you for taking the time to review my credentials. I look forward to hearing from you soon.

Sincerely,

Harris Lamont

Enclosure

Katherine Patel
425 Ritchy Road, Orland Park, IL 60513
847.275.0440 | kpatel@gmail.com

August 15, 2017

Deborah White
Chief, Felony Trial Division
Office of the Cook County Public Defender
2650 S. California Avenue
Chicago, IL 60608

Dear Ms. White:

I am a second-year student at The John Marshall Law School and am seeking an internship with the Felony Trial Division of the Office of the Cook County Public Defender. I am following up on our telephone conversation earlier this summer regarding an available internship with your office.

Throughout my undergraduate studies, I took numerous criminal justice courses, which helped me gain an understanding of the criminal justice system and develop a sense of what is required of a public defender. Along with coursework, I have been working with less fortunate individuals for many years. In high school, I worked with women in transitional housing, and tutored children and fundraised for various organizations throughout high school, college, and law school.

During my two years of experience as a clerk for Daniel E. Summers, Attorney at Law, I have strengthened my research, writing, and communication skills by researching Illinois evidence law for a workers' compensation case and preparing various motions. I have also had numerous opportunities to interact with clients over the phone and in person. These clients are mostly injured workers who are highly stressed or in a lot of pain. This experience will help me be more aware and able to help those clients whom your office is defending.

I would appreciate the opportunity to meet with you and discuss the possibility of an internship with your office. Thank you for your consideration.

Sincerely,

Katherine Patel

Enclosures

Amanda Garcia
2002 N. Jackson Road, Arlington Heights, IL 60004
(847) 875-6358 | agarcia@law.jmls.edu

August 9, 2017

Melanie Wise
Donnelly Law Group Ltd.
222 N. LaSalle Street, Suite 1100
Chicago, IL 60601

Dear Ms. Wise:

I am a second-year student at The John Marshall Law School and am interested in working as a law clerk for Donnelly Law Group Ltd. I entered law school with the intention of becoming a personal injury lawyer and am particularly interested in the opportunity to assist attorneys with depositions and trials. This experience would provide a framework where I can not only contribute through my academic and professional strengths, but also gain greater insight into working in a boutique-sized personal injury law firm.

My strong work ethic, writing ability, research experience, and leadership skills make me an excellent candidate to work at your firm. I am a compelling writer and consistently perform well in my Lawyering Skills classes at John Marshall, which has a highly-ranked legal writing program. Furthermore, I have held leadership positions in various student organizations, including serving as a student tutor for the Latin American Recruitment and Educational Services Program.

I worked at the Cook County State's Attorney's Office and Kelly Law as a law clerk this past summer and performed several different functions ranging from conducting legal research to drafting motions and briefs. As a law clerk with the State's Attorney's Office, I gained valuable courtroom exposure by helping attorneys draft court orders. As a law clerk with Kelly Law, I gained insight into personal injury law by drafting medical chronologies and deposition abstracts. In addition to my academic work, my work experience this summer allowed me to develop my legal writing and research skills while working on assignments more attuned to the everyday practice of law. These skills will aid me in taking on assignments and cases as a law clerk at your firm.

I would be pleased to speak with you further about the position and my qualifications. My resume is enclosed for your review. Thank you for your time and consideration.

Sincerely,

Amanda Garcia

Enclosure

MICHELLE PETERS

848 Oak Street • Park Ridge, IL 60068 • 847.624.1097 • mpeters@law.jmls.edu

October 11, 2017

Mr. Michael Baggot
Hiring Attorney
Ripes Nelson Baggot & Kalobratsos PC
205 W. Randolph Street
19th Floor
Chicago, IL 60606

Dear Mr. Baggot:

I am writing in response to the law clerk position that you posted with The John Marshall Law School. I am searching for a law clerk position with a small firm to gain as much practical litigation experience as possible while utilizing my analytical and advocacy skills. In particular, your firm appeals to me due to my keen interest in practicing employment law.

My strong work ethic, writing abilities, research experience, and leadership skills make me an excellent candidate to work at your firm. I am a compelling writer and consistently perform well in my Lawyering Skills classes at John Marshall, which has a highly-ranked legal writing program. I continue to strengthen my research and writing skills as a member of *The John Marshall Law Review*, as a research assistant for a professor, and as a judicial extern at the Illinois Appellate Court. Furthermore, I have held leadership positions in various student organizations, including serving as the president of the Women's Law Caucus.

Additionally, my interest in and exposure to employment law issues will serve me well at Ripes Nelson Baggot & Kalobratsos PC. I took a Disability Law course which introduced me to a variety of employment and workers' compensation matters. I developed a passion for employment law and am seeking the opportunity to use my skills and knowledge in this area of law. These skills will aid me in taking on assignments and cases as a law clerk at your firm.

I would appreciate the opportunity to meet with you in person to learn about your firm's needs. Thank you for your consideration.

Sincerely,

Michelle Peters

Enclosure

BOBBY SHAPIRO
2220 North Campbell Avenue
Chicago, IL 60647
(773) 508-4783
bobbyshapiro@gmail.com

September 6, 2017

Lenny Klein
Havin Schulman LLC
100 North Wacker Drive
Suite 300
Chicago, IL 60606

Dear Mr. Klein:

I am a first-year law student at The John Marshall Law School and am writing regarding the law clerk position available with Havin Schulman LLC. I am interested in your firm because of the variety of areas in which you practice and your firm's long history of achieving favorable results for its clients.

My extensive experience in personal injury and consumer bankruptcy law will enable me to immediately assist your attorneys as they continue to serve your clients successfully. As a clerk at Smith & Smith, I drafted petitions, rebuttals, and disclaimers on a daily basis. I also conducted extensive research on case law related to personal injury and federal bankruptcy statutes. However, the most valuable skills I learned in this position were how to work on a team and interact with clients.

My academic record and strength as a writer make me an attractive candidate for this position. I work tirelessly as a student as reflected by my top 7% class rank after my first semester at John Marshall. I have a solid foundation on which to build my legal career and would make an immediate and worthwhile contribution to your team.

I have enclosed my resume for your review and would appreciate the opportunity to meet with you to discuss the possibility of employment with your office. Thank you for your time and consideration.

Sincerely,

Bobby Shapiro

Enclosure

ELLIS SMUGG
1212 Westfield Road, New Haven, CT 06640
847.766.5450 • ellissmugg@gmail.com

August 20, 2017

Melissa Mann
City of Hartford
Law Department
550 Main Street
Hartford, CT 06103

Dear Ms. Mann:

I am native Connecticutian and a 3L at The John Marshall Law School in Chicago, Illinois. I grew up in Hartford, attended Trinity College and intend to take the Connecticut bar exam and move back to Connecticut after graduation. I learned of the assistant corporation counsel position through my search of public sector career opportunities with the City of Hartford. My background and experience make me a good fit for this position.

Since my first year of law school, my focus has always been on working in the public sector. As a law clerk at the Cook County Public Guardian's Office and the Law Office of the Cook County Public Defender, I strengthened my legal research and writing skills by drafting petitions and motions daily. I took several drafting courses at my law school, which has one of the best writing programs in the nation. Additionally, I was invited to join one of John Marshall's honor journals, and my article is to be published in the next issue. I would like to bring my strong background in writing and research to the City of Hartford in order to represent my hometown.

Working in the largest public defender system in the country has taught me how to handle large caseloads. Being organized and efficient was mandatory in order to remember each case distinctly from the others and prioritize my responsibilities. I assisted my supervisor in preparing for several trials, and he often took my suggestions on how to introduce evidence beneficial to our cases. He also used the arguments and reasoning I developed for him during motions and closing arguments. Additionally, I obtained a temporary student license that allowed me to argue motions, participate in bond hearings, and enter pleas before a judge. I would be beneficial to the City of Hartford, having already been exposed to a demanding workload and having extensive experience in writing and research.

I would appreciate an opportunity to interview for the assistant corporation counsel position. Given my experience, interests and background, I will be an asset to your team. Thank you for your time and consideration.

Sincerely,

Ellis Smugg

Michael Weeks

1226 Schiller Street, Apt. 3, Chicago, IL 60601
312.374.3727 • mweeks@gmail.com

September 9, 2017

Mr. Gary Franks
Hajek Arnold & Barney
300 Career Avenue
Baltimore, MD 23274

Dear Mr. Franks:

I am a first-year student at The John Marshall Law School and a 2013 graduate of the University of Maryland. I will be returning home at the conclusion of the school year and hope to obtain a summer position in the Baltimore area. Because I have not yet determined what type of law interests me, my objective is simply to acquire the best legal experience possible. Your current job posting for a law clerk indicates that you are seeking a law student to assist in different practice areas in your firm.

Prior to entering law school, I worked at Reynolds & Reynolds, performing a variety of tasks that ranged from drafting sales proposals to making marketing presentations to potential clients. I also developed strong research and writing skills at the University of Maryland by pursuing a demanding course of study in communications. I applied these skills while writing my senior thesis and graduated with a 3.8 GPA. My experience in sales and marketing combined with my training in research and writing will be beneficial in a position as a law clerk with Hajek Arnold & Barney.

I look forward to meeting with you to discuss the possibility for summer employment. If you would like to arrange an appointment, I will be in the Baltimore area from December 22 through January 8. Thank you for your consideration.

Sincerely,

Michael Weeks

Enclosures