**GENERIC COVER LETTER SAMPLE**

**NAME**

Street Address

City, State Zip

Phone Number

Email Address

Date

Name

Title

Employer

Street Address

City, State Zip

Dear Mr. or Ms. XXXXXX:

Paragraph 1 - This paragraph is usually 3 sentences in length but can be longer

* + State the reason for your letter (how you came across the posting or name drop).
  + Who you are.
  + Your interests.
  + Your connection to the city, if needed.

Paragraph 2 and/or 3 - State 5 things you think a legal employer would want to see. Therefore you will have to do research on the employer.

* + Examples: work ethic, research and writing, negotiation, leadership or communication skills, course work, work experience, volunteer activities or committees.
  + Also state why what you learned from your research can be useful to the employer.
  + Don’t forget to show interest in the city where the employer is located if you are not from there. If you are interviewing, note if plan to relocate/staying permanently in that city.

Paragraph 2 or 3 **EXAMPLE**

In the course of researching your firm, I learned that you look for associates with strong legal and analytical skills and strong work ethic. I believe my background exhibits all three. While attending college I was simultaneously employed at Ford Motor company and managed to graduate in four years with honors. My legal and analytical skills were sharpened in a recent externship with the Honorable George Lowrey….(Guerilla Tactics) **Tip: Sentences can be broken down into two types “blanket” and “fact”. Your blanket statement should always be followed up by fact.**

Paragraph 4 or final paragraph - State what you want to happen next or ask the question “what to do next?”

* + If my experience and background meet your requirements….
  + I would welcome the opportunity to meet with you at your convenience….
  + I will be in San Francisco….
  + Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

First Name Last Name