**LAW STUDENT COVER LETTER**

January 2, 20XX

Dear Ms. Smith:

I am a first-year student at Columbia Law School, writing to apply for a 20XX Summer Associate position with Thomas & Thomas LLP. I learned about your firm at the Commercial Litigation Panel held at Columbia Law School last October. Having been raised in San Francisco, and having completed my bachelor’s degree at the University of California, Berkeley,

I look forward to returning to San Francisco this upcoming summer and upon graduation. I am particularly interested in the firm’s Litigation practice. Through my prior experiences, I have developed strong time management, writing, research, and analytical skills, which I am refining at Columbia Law School. At Columbia, I am also developing the oral advocacy skills required for litigation. In the Foundation Moot Court course at Columbia, I am conducting legal research and drafting our team’s appellate advocacy brief.

Next semester, I will present our arguments orally in the Moot Court competition. Previously, as an intern in the Office of U.S. Senator Joseph Douglas, I balanced extensive research on business and economic affairs with timely responses to a high volume of daily inquiries from constituents.

Additionally, my work as a Research Assistant for the Department of Political Science at University of California, Berkeley, and the related research that I completed for my senior thesis, have prepared me for the demands of analyzing evidence in complex litigation matters. For these projects, I synthesized large amounts of data, reviewing international trade agreements, conducting literature reviews on economic development initiatives, and preparing summaries of the same.

Please find attached my resume and a writing sample. I will forward my law school transcript as soon as grades become available. If you need anything further, please do not hesitate to contact me at 917-888-8888. I will be in San Francisco over the winter break (December 22-January 11) and would appreciate the opportunity to meet with you then to discuss my qualifications and interest in the position. Thank you for your time and consideration.

Sincerely,

Joseph Job