**TEMPLATE**

**LAW STUDENT COVER LETTER**

December 1, 20XX

«The Honorable» «Full Name»

«Court General»

Dear «Salutation» «Last\_Name»:

I am a first-year student at Columbia Law School and am interested in an internship position in your chambers for the upcoming summer. A judicial internship with your chambers would be an excellent opportunity to refine my legal writing and research skills and to gain exposure to the litigation process. Having grown up in the Midwest, I am also interested in pursuing a legal career in Chicago and would appreciate the opportunity to learn more about that jurisdiction.

Through my academic experiences and internships, I am developing the skills to become an effective litigator. At Columbia, I am honing my oral advocacy, research, and writing skills as a member of the Phillip C. Jessup Moot Court Team. As a history major at Colgate University, I strengthened my writing and research skills while working on my undergraduate thesis, which explored the political background and passage of the Venkman Amendment to the Trade Act of 19XX. I also refined my writing and editing skills as Senior Editor of the Colgate-Maroon Times and as an Editorial Intern for the South Shore Record. Over multiple summers as a manager at a busy concession stand, I also learned how to manage responsibilities in a fast-paced environment.

My resume and a writing sample are enclosed. If you would like to speak with a reference, please contact [role], [name], at [email address] or (212) xxx-xxxx. I would welcome the opportunity to discuss my candidacy. I am available by telephone and would be available to meet in person from December [x to y] and from January [x to y]. Thank you for your time and consideration.

Respectfully,

Julianne Student

Enclosures