**LAW STUDENT COVER LETTER**

July 1, 20XX

Dear Mr. Smith:

I am a second-year student at Columbia Law School, writing to apply for a 20XX Summer

Associate position with Partner & Partner LLP. I have acquired research, writing, analytical, and client relationship skills in my prior positions and in my studies at Columbia Law School. This summer, as a Legal Intern with the New York Legal Assistance Group, I am cultivating client communication skills by conducting client intake interviews. At Columbia, I developed legal research and writing skills by participating in the Foundation Moot Court in my first year and, in my second year, I will continue to develop these skills as a Staff Member of the Columbia Human Rights Law Review.

Previously, through me work as a paralegal at Humbug, Fodder & Kant, I gained experience with the demands of a complex litigation practice by analyzing evidence, assembling witness preparation materials, and responding to the needs of trial counsel working on complex securities litigation matters. Since then, by taking Transnational Litigation as my elective at Columbia Law School this past spring, I have broadened my knowledge of cross-border dispute resolution.

With my background and skills, I am confident that I would make positive contributions to

Partner & Partner as a Summer Associate. Being fluent in French and having studied in Paris, I

am well-suited to Partner & Partner’s global outlook and well-positioned to contribute to the

firm’s cross-border practices. I am pleased to be interviewing with your firm at Columbia Law School’s Early Interview Program on August 1. I can be reached at moffer@law.columbia.edu or

212-738-5695. Thank you for your time and consideration.

Sincerely,

Michelle Offer