**TEMPLATE**

**LAW STUDENT COVER LETTER**

February 1, 20XX

**[Dear Michelle,] [Dear Ms. Offer:] [Salutation depends on the industry – see your OCS counselor for**

**further advice.]**

I am a first-year student at Columbia Law School and am seeking a legal internship position at Independent Film Studio for Summer 20XX. **[Include reference to a referral or event as applicable, i.e.: As a member of the Entertainment, Arts, and Sports Law Society at Columbia, I have attended several events this past semester, including a panel that included an in-house counsel from your company.]** Due to my strong interest in entertainment law, I plan to work in the Los Angeles area following my graduation from Columbia.

I believe my past experiences working in fast-paced professional environments means that I could contribute significantly to Independent Film Studio’s legal team. As a paralegal at Partner & Partner, I executed multiple time-sensitive projects with accuracy and speed, completed projects with minimal guidance, and communicated information to attorneys in an efficient and time-sensitive manner. Further, while a paralegal at Major Network, I worked closely with the lawyers on a variety of legal issues, ranging from assisting on the M&A of a local satellite network to trademark infringement. I also regularly interfaced with business counterparts within the network as well as outside counsel.

I am particularly interested in a summer internship within the Business and Legal Affairs Department at Independent Film Studio because of my focus on business, intellectual property, and entertainment law and, specifically, my interest in supporting the commercial interests of a media company while helping it to navigate legal hurdles. In fact, at the aforementioned Columbia Law School panel on in-house legal careers, I was intrigued to hear about the intersection.

I am confident that my experience and skills will enable me to make a positive contribution to your department and company. For your review, I have enclosed my resume. Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,

Jana Job