

P.O. Box 208203
New Haven, CT 06520-8203
(203) 432-XXXX

December 1, 20XX

Ms. Jeanne E. Cole-Amos
Assistant Director of Personnel & Planning
Office of the Attorney General
900 East Main Street
Richmond, VA 23219

Dear Ms. Cole-Amos:

I am a first-year student at Yale Law School and am seeking a position in the Attorney General's Office for the Summer 20XX. My family resides in Arlington, and I plan to return to the area following my law school graduation. If funding is not available for summer interns in your office, Yale is able to fund my employment.

My background and interests are well-suited to the work conducted by your office generally, and the Civil Law Division in particular. As an undergraduate, I learned about the trial process through my work as a counselor and student judge for the University Judiciary Committee. I enjoyed interviewing and preparing witnesses for hearings, analyzing the facts of cases, and drafting opinions.

I will be in Virginia from December 23 to January 2 and would welcome the opportunity to speak to you about a position as a summer intern in the Office of the Attorney General. I will call your office later this month to see if an interview might be arranged during that time. Thank you for your consideration.

Sincerely,

John Q. Student

JOHN Q. STUDENT

john.student@yale.edu

CURRENT ADDRESS

P.O. Box 208203
New Haven, CT 06520-8203
(203) 432-8000

PERMANENT ADDRESS

10035 Arrow Drive
Arlington, VA 22111
(703) 555-1212

EDUCATION

YALE LAW SCHOOL, New Haven, Connecticut

J.D. expected, June 2016

Activities: *Yale Journal on Regulation*, Editor
Asian Pacific American Law Students Association

UNIVERSITY OF VIRGINIA, Charlottesville, Virginia

B.A., *summa cum laude*, History and Economics, May 2013. GPA 3.89

Honors: Phi Beta Kappa
Duncan Clark Hyde Award for Highest GPA in Economics Department
Distinguished Majors Program in Department of History
Thesis: *Extremism in the Pursuit of Liberty: Activism in the ACLU in the Late 1960's*
Activities: Jefferson Literary and Debating Society

EXPERIENCE

LOWENSTEIN PROJECT WITH WORLD HEALTH ORGANIZATION, Yale Law School

Fall 2013

Volunteer

Conduct legal research and draft materials for publication on organization's website. Topics of articles include refugee rights and international health issues.

SOUTHEASTERN RURAL MENTAL HEALTH CENTER, University of Virginia

Summer 2013

Research Assistant

Revised and critiqued articles in preparation for submission to professional journals. Collaborated with researchers investigating physical and mental health care among rural, minority and impoverished populations in Virginia.

UNIVERSITY JUDICIARY COMMITTEE, University of Virginia

Student Judge

2012-2013

Heard cases, conferred with counselors, drafted rulings, and implemented sanctions for violations of the University Standards of Conduct.

Counselor

2011-2012

Counseled students accused of violating University Standards of Conduct through trial process. Investigated facts, interviewed and prepared witnesses, and determined case strategy in preparation for trial. Represented students at trial by examining witnesses and arguing before the judiciary committee.

SKILLS/INTERESTS

Proficient in Spanish. Enjoy marathon running and playing drums.

SAMPLE COVER LETTER #2: FIRST-YEAR STUDENT

344 Whitney Avenue
New Haven, CT 06511
(203) 555-1212

December 1, 2013

Ms. Alberta Baigent
Recruitment Director
Curtis, Mallet-Prevost, Colt & Mosle
101 Park Avenue
New York, NY 10178-0061

Dear Ms. Baigent:

I am a first-year student at Yale Law School seeking a position with Curtis, Mallet-Prevost for the Summer 2014. I am a native New Yorker and am focusing my summer job search in New York City.

I am interested in your firm because of its focus in international law generally and more particularly because of your firm's presence in France and numerous French clients. Having lived and studied in Paris for one year during college, and having served as a teaching assistant for French courses, I am fluent in the language and knowledgeable about French culture. My degree in International Relations has provided me with an understanding of many of the complex issues facing businesses with the increase in globalization. I plan to further my understanding of these issues as a member of the *Yale Journal of International Law*.

I am confident that my background and experience will enable me to make a positive contribution to your clients. I look forward to hearing from you soon.

Sincerely,

Jane Doe

Jane Doe

JANE F. DOE

Current Address: 344 Whitney Avenue ■ New Haven, CT 06511 ■ (203) 865-8000 ■ law.student@yale.edu

Permanent Address: 40 West 72nd Street ■ New York, NY 10023 ■ (212) 555-1212 ■ lstudent@aol.com

EDUCATION

YALE LAW SCHOOL, New Haven, Connecticut

Candidate for J.D., June 2016

Activities: *Yale Journal of International Law*
 Black Law Students' Association

BROWN UNIVERSITY, Providence, Rhode Island

A.B., *summa cum laude*, International Relations, May 2012

Honors: Phi Beta Kappa
Activities: *Brown Daily Herald*, Staff Writer
 Brown Community Outreach Program, Volunteer
 Women's Soccer Team, Captain

COLUMBIA UNIVERSITY REID HALL PROGRAM, Paris, France

Junior Year Abroad 2009-10

Completed courses in French language and culture in cooperation with the University of Paris.

EXPERIENCE

LOWENSTEIN HUMAN RIGHTS PROJECT, Yale Law School Fall 2013

Working with the World Organization for Human Rights, USA on a report reviewing U.S. compliance under the Convention Against Torture.

TRAVEL TO EUROPE 2012-2013

Self-funded solo travel to major cities and rural areas in Europe.

MATH IS FUN, Providence, Rhode Island 2011-2012

Cofounder and President. Developed program to improve math skills of fourth and fifth graders. Wrote program manual, hired instructors, and provided training on program's teaching technique. Supervised instructors' tutoring sessions. Wrote, secured, and administered grant from Math Foundation to fund the program.

DEPARTMENT OF FRENCH STUDIES, Brown University Spring 2010

Teaching Assistant. Taught beginning and intermediate French to 30 undergraduate students. Graded exams and papers, conducted small group sessions for students, and held weekly office hours.

INTERESTS

Enjoy hot-air ballooning and playing soccer.

SAMPLE COVER LETTER #3: FIRST-YEAR STUDENT

1675 Orange Street
New Haven, CT 06520
(203) 555-7392

December 10, 2013

Karen D. Smith
Hiring Attorney
Environmental Defense Fund
1405 Arapahoe Avenue
Boulder, CO 80302

Dear Ms. Smith:

I am a first-year student at Yale Law School and am seeking a summer intern position at the Environmental Defense Fund for Summer 2014. If the EDF does not have funding for summer interns, my work could be funded by Yale, which provides stipends to students doing public interest work during the summer. I am particularly interested in EDF because of its interdisciplinary approach to solving environmental problems and its leading role in international environmental issues. This approach would fully utilize my academic preparation, work experience, and energy.

I chose my undergraduate degree in biochemistry because of my interest in environmental defense. Through my work on OSHA compliance and pesticide testing, I enhanced this knowledge. I would like to couple that experience with my new legal research and writing skills. My experience in the environmental law field as a research intern at the Sierra Club, and as a fundraiser and activist with the Fund for Public Interest, has provided me with a firm foundation for understanding current legal challenges in the field and the skills to assist you in meeting these challenges.

I will be in Washington from January 15 to January 21, 2014 and would welcome the opportunity to speak with you or others about a summer internship. I will call your office in early January to see whether an interview might be arranged during this period.

Thank you for your consideration.

Sincerely,

Jane Smith

Jane Smith

JANE SMITH

1675 Orange Street ▪ New Haven, CT 06520 ▪ (203) 555-7392 ▪ jane.smith@yale.edu

EDUCATION

YALE LAW SCHOOL

J.D. expected, June 2016

Activities: Environmental Law Association
Yale Law and Policy Review, Edit team

UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL

B.S. in Biochemistry, June 2007

Honors: magna cum laude
Morehead Scholar – awarded for academic excellence and demonstrated leadership ability
Phi Beta Kappa
Eric Svensson Book Prize for Excellence in the Arts
Thesis: “Transport Fate of Ammonium in Waterlogged Soils,” published in *Biogeology & Chemistry*, March 2007

EXPERIENCE

FUND FOR PUBLIC INTEREST, Washington, DC 2010-2013

Fundraiser/Activist. Organized and coordinated membership drives within professional organizations and colleges for US PIRG, a national environmental lobby group. Developed and oversaw publication of informational material detailing the organization’s environmental work.

SIERRA CLUB, Washington, DC Summer 2010

Research Intern. Researched and wrote political advocacy and public education materials for Russian environmental groups. Negotiated and served as a liaison among these groups to enhance cooperation on a national air-quality initiative.

SLACKCO CHEMCOR, Bethesda, Maryland 2007-2009

Research Assistant. Tested new chemical formulations for pesticide use and presented results at quarterly research team meetings. Wrote Hazardous Material Worksheets describing the uses and hazards of pesticides, in accordance with OSHA standards, for distribution with the pesticides.

HON. ALAN J. DIXON, U.S. SENATE, Washington, DC Summer 2006

Intern. Wrote issue briefs for Senator Dixon. Researched legislative issues and wrote letters on behalf of the Senator to address concerns of constituents.

INTERESTS

Fluent in Russian. Enjoy jazz saxophone.

SAMPLE COVER LETTER #4: FIRST-YEAR STUDENT

55 Edgewood St.
New Haven, CT 06511

December 15, 2013

Deborah Davis
Staff Attorney
Farmers' Legal Action Group, Inc.
46 E. 4th St., Suite 1301
St. Paul, MN 55101-1109

Dear Ms. Davis:

I am a first-year student at Yale Law School seeking a summer internship working on the legal issues surrounding farming. I worked for your former classmate, Tara Lewis, at the College of Agriculture and Life Sciences at Cornell University. She recommended that I contact you knowing that your organization deals with the issues that most interest me. Your work on behalf of minority farmers fighting discrimination in agricultural policies is of particular interest, though I would gladly work in any of your focus areas.

I have had a long-standing interest in agriculture, which is why I pursued an undergraduate degree in plant breeding. Although I find my scientific background provides a terrific framework for understanding the farmers' concerns, since my undergraduate days my interests have turned more to include the social, legal, and policy issues surrounding the farming industry. I have also sought information about international agricultural techniques and policies as a student in Australia.

I look forward to the opportunity to speak with you further and would be delighted at the chance to interview with someone in your office. I will contact you at the beginning of January to see whether an interview might be arranged.

For your information, Yale would fund my work at your office if you do not have funding for summer interns. Thank you for your consideration.

Sincerely,

Jack Jones

Jack Jones

JACK JONES

55 Edgewood Avenue, New Haven, CT 06511

(203) 555-2526

jack.jones@yale.edu

EDUCATION

Yale Law School, New Haven, Connecticut

J.D. expected, 2016

Activities: *Yale Journal of Law and the Humanities*, Edit team

Cornell University, Ithaca, New York

B.S. in Plant Breeding, 2011

Honors: Degree awarded with distinction

Phi Kappa Phi Honor Society

Spencer and James E. Rice Writing Prizes

Ring Memorial Award for Excellence in Plant Sciences

EXPERIENCE

Yale Environmental Law Association, Yale Law School

Fall 2013

Researcher for the Sierra Club

Conduct research and draft legal arguments on the use of wind power plants and the Department of Defense Interim Windmill Policy.

Medical College of Virginia, Richmond, Virginia

2012-2013

Telemedicine Initiative, Assistant Director

Organized, administered, and promoted telemedicine pilot project in Ecuador that allowed surgeons at a centrally located hospital to conduct pre- and postoperative consultation with patients in the rainforest via televideo. Interviewed patients, ensured Internet transmission of digital video, compiled economic and health care data, and wrote several reports regarding the economic viability of the project.

Yale Medical School, New Haven, Connecticut

2011-2012

Department of Surgery, Assistant to Chair

Edited and researched articles for journal publication. Assisted surgeon and medical school department chair with scheduling, event planning, and travel coordination.

Cornell University, Ithaca, New York

2009-2011

Research Assistant

Developed and conducted molecular biology research project investigating plant pathogens. Conducted plant genetics experiments designed to breed desirable traits. Wrote reports and presented orally to members of the research group.

SKILLS AND INTERESTS

Fluent in Spanish. Interests include writing fiction, playing soccer, and backpacking in national parks.

SAMPLE COVER LETTER #5: SECOND-YEAR STUDENT

P.O. Box 208203
New Haven, CT 06520-8203

August 15, 2013

Ms. Lindsay E. Gay
Manager of Legal Recruiting
K & L Gates
1717 Main Street, Suite 2800
Dallas, TX 75201

Dear Ms. Gay:

I am a second-year student at Yale Law School and am seeking a position with K & L Gates for the Summer 2014. I am from Texas and frequently return to the area. I would welcome the opportunity to visit your firm at your convenience.

I have many interests in the law, and am seeking a firm that will enable me to explore numerous practice areas this summer. I understand that your firm has an excellent rotation system to expose summer associates to a plethora of legal issues. I recently spoke with Mark Borden, a graduate of Yale Law School and member of your litigation department, whose description of your firm's prominent professional liability practice intrigued me. I hope to have the opportunity to work in that practice area and others this summer.

My varied background has provided me with many skills that your firm will find useful. At the University of Texas I double majored in math and journalism, areas requiring both analytical and writing proficiency. During the summer after my first year of law school I researched legislation and conducted statistical analysis for Governor Walter's office and wrote numerous legal memoranda relating to *habeas corpus* issues for the Texas Death Penalty Resource Center. Currently, I am improving my communication skills by counseling inmates as a volunteer with Yale's Prison Legal Services Clinic.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Julia Johnson

Julia Johnson

JULIA JOHNSON

julia.johnson@yale.edu

SCHOOL ADDRESS:

P.O. Box 208203
New Haven, CT 06520-8203
(203) 555-8739

PERMANENT ADDRESS:

7 Cowlick Lane
Denton, TX 05937
(814) 555-7394

EDUCATION

YALE LAW SCHOOL, New Haven, CT

J.D. expected, June 2015

Activities: *Yale Journal on Regulation*
Latino Law Students' Association
Collective on Women of Color
Temporary Restraining Order Project

UNIVERSITY OF TEXAS, Austin, TX

B.A., *summa cum laude*, Mathematics and Journalism, June 2012

Activities: Minority Student Union
Glee Club

EXPERIENCE

JEROME N. FRANK LEGAL SERVICES ORGANIZATION, Yale Law School

Fall 2013-Present

Law Student Intern, Prison Legal Services Clinic. Represent inmate clients in civil litigation matters in a clinical setting. Interview clients and investigate, research and respond to legal questions. Research and write legal memoranda for supervising attorney and court.

OFFICE OF GOVERNOR DAVID WALTERS, Oklahoma City, OK

July-August 2013

Research Analyst. Wrote comprehensive strategy for increased appointments of women and minorities to state agencies, boards, commissions, and judicial vacancies. Researched barriers facing women and minorities by reviewing statistics, interviewing prior candidates and decision makers, and analyzing successful strategies implemented in other jurisdictions.

TEXAS DEATH PENALTY RESOURCE CENTER, Austin, TX

May-June 2013

Legal Intern. Researched and drafted memoranda on substantive and procedural *habeas corpus* issues. Investigated cases by interviewing law enforcement professionals and witnesses, and reviewing and analyzing evidence submitted at trial.

BITNER, CASTLE, JACOBS & RAY, San Diego, CA

Summer 2012

Case Team Assistant. Assisted paralegals in litigation department with trial preparation, including organizing deposition binders and witness statements. Attended client meetings and hearings with attorneys.

SKILLS AND INTERESTS

Proficient in Spanish. Enjoy kayaking, scuba diving, and song writing.

SAMPLE COVER LETTER #6: SECOND-YEAR STUDENT

91 Lyman Orchard Way
New Haven, CT 06511
(203) 555-8732

October 1, 2013

Deanna R. Booth
Hiring Attorney
Food Research and Action Center
1875 Connecticut Avenue, NW
Suite 540
Washington, DC 20009

Dear Ms. Booth:

I am a second-year student at Yale Law School seeking employment for the summer. If funding is not available for summer interns, Yale could fund my summer employment. I am very interested in the work of the Food Research and Action Center in the areas of health law and nutrition in maternal and child health, and would greatly value the opportunity to work with and learn from attorneys practicing in these areas.

As you can see from my enclosed resume, I have practical work experience in these fields. My work as an assistant ombudsperson at a major hospital helped me to understand the importance of nutrition for health and the need for advocacy on behalf of those who cannot effectively advocate for themselves. My experience with the National Health Law program exposed me to the legislative and policy side of health law and the value of legal training in public service. After my first year of law school I was able to combine my nursing degree and health care experience with my new legal research and writing skills at the Center for Reproductive Law and Policy. This experience has strengthened my interest in grassroots organizing and advocacy of nutrition issues for low-income Americans.

I would welcome the opportunity to speak with you or someone in your office about a position as a summer intern at the Center. I will call your office in early February to see whether it might be possible to arrange an interview and look forward to speaking with you then.

Thank you for your consideration.

Sincerely,

Andrew Carter

Andrew Carter

ANDREW CARTER
91 LYMAN ORCHARD WAY
NEW HAVEN, CT 06511
andrew.carter@yale.edu
(203) 555-8732

EDUCATION

YALE LAW SCHOOL, J.D. expected, June 2015

Activities: Black Law Students Association
Journal of Law and Feminism, Edit team
Pro Bono Network

DARTMOUTH COLLEGE, A.B., Nursing, 2005

Honors: *summa cum laude*
Phi Beta Kappa
Dudley Prize for Excellence in Nursing
Activities: Advisory Committee on Investor Responsibility, Student Appointee
Student Support Network Hotline
Collis Student Center Governing Board, Chairperson

EXPERIENCE

TEMPORARY RESTRAINING ORDER PROJECT, Yale Law School

Director Fall 2013 – Present
Organize the training of Yale Law School students to assist applicants for temporary restraining orders. Direct the operations of the Project's office in the New Haven Courthouse. Coordinate the Project with court clerks, domestic violence service professionals and lawyers.

CENTER FOR REPRODUCTIVE LAW & POLICY, New York, NY

Summer 2013

Summer Intern
Researched and wrote legal memorandum on the enforceability of surrogacy contracts. Visited community organizations and local gathering spots to recruit for educational groups and enhance contacts between the Center and community residents.

NATIONAL HEALTH LAW PROGRAM, Washington, DC

2007-2012

Research Assistant
Monitored congressional hearings on health care issues and wrote reports identifying and outlining current legal issues surrounding managed care and systemwide health care reform. Researched and responded to legal questions from Legal Services attorneys. Researched and wrote articles for *Health Advocate* newsletter.

MASSACHUSETTS GENERAL HOSPITAL, Boston, MA

2005-2007

Assistant Ombudsperson
Assisted patients and families with adjustment to illness, discharge planning, and management of benefits and public entitlements. Presented cases in departmental Grand Rounds and in weekly medical/social work rounds.

SKILLS AND INTERESTS

Fluent in Spanish. Enjoy cooking and sailing.

SAMPLE COVER LETTER #7: SECOND-YEAR STUDENT

517 Grand Ave.
New Haven, CT 06511

November 1, 2013

David Woods, Esq.
Special Assistant Attorney General
Department of the Attorney General
6 State House Station
Augusta, ME 04333-0006

Re: Summer Law Student Position

Dear Mr. Woods:

I am a second-year student at Yale Law School and hope you will consider me for a summer internship in the Office of the Attorney General. I grew up in Brunswick, and in addition to wanting to return to Maine for the summer, I am interested in returning there to practice. A chance to gain experience as an intern in your office would provide an invaluable introduction to the state's legal system and community.

I am particularly interested in civil rights law and have had an opportunity to pursue this interest by representing state and federal prisoners in Connecticut through the Prison Legal Services clinic here at Yale since January 2012. Additionally, as an intern in the Advocacy for Parents and Children clinic this past summer, intensive client contact allowed me to improve my client counseling and interviewing skills enormously, and refine my skills both at out-of-court negotiation and in-court representation. Furthermore, I anticipate that my French language skills may prove useful given the significant French-speaking population in Maine.

I have enclosed a resume and look forward to the opportunity to speak with you further. I am always happy to come to Maine and would be more than willing to arrange a trip if you would be interested in meeting with me personally. Please do not hesitate to call if you need more information or would like to schedule a meeting. For your information, if no funding is available for summer interns, Yale would fund my internship at your office.

Thank you in advance for your time.

Sincerely,

Seth Cohen

Seth Cohen

SETH COHEN

517 Grand Ave., New Haven, CT 06511

(203) 555-6297

seth.cohen@yale.edu

EDUCATION**YALE LAW SCHOOL**, J.D. expected, June 2015

Activities: The Initiative for Public Interest Law
 Pro Bono Network
 OUTLAWS (lesbian, gay, bisexual and transgendered student organization)

UNIVERSITY OF VIRGINIA, B.A. History and French, May 2012

Honors: Degree awarded with distinction
 Phi Beta Kappa
 Echols Scholar (outstanding overall academic achievement)
 Study Abroad: New York University in Paris, Fall 2010

EXPERIENCE**JEROME N. FRANK LEGAL SERVICES ORGANIZATION**

Yale Law School

Law student intern, Prison Legal Services Clinic

Spring 2013-present

Represent inmates in civil litigation. Research and write legal memoranda. Interview inmate clients and investigate, research, and respond to inmates' legal questions and concerns.

Law student intern, Advocacy for Parents and Children Clinic

Summer 2013

Represented either parents or children in neglect proceedings against the Department of Children and Families. Interviewed and counseled clients, negotiated with DCF and other involved parties, and advocated for clients in court proceedings and administrative meetings.

TEMPORARY RESTRAINING ORDER PROJECT

Yale Law School

Fall 2012

Assistant clerk. Guided applicants through application process for Temporary Restraining Orders. Advised applicants of other resources and available options.

UNIVERSITY JUDICIARY COMMITTEE

University of Virginia

2009-2011

Counselor. Counseled students accused of violating University Standards of Conduct, or their accusers, through the trial process. Examined witnesses and argued on students' behalf at trials.

SOUTHEASTERN RURAL MENTAL HEALTH RESEARCH CENTER

University of Virginia

2011-2012

Research Assistant. Revised and critiqued articles in preparation for submission to professional journals. Assisted researchers investigating physical and mental health care among rural, minority, and impoverished populations in Virginia.

SKILLS AND INTERESTS

Proficient in French, familiar with basic German. Enjoy fishing, camping, and hiking.

SAMPLE COVER LETTER #8: SECOND-YEAR JOINT DEGREE STUDENT

Calvin A. Klein
20 Park Avenue
New Haven, CT 06511
(413) 262-6590

September 1, 2013

Patricia Nolan
Hiring Coordinator
Shute, Mihaly & Weinberger LLP
396 Hayes Street
San Francisco, CA 94102

Dear Ms. Nolan:

I am a second-year student at Yale Law School and am interested in applying for a summer clerkship at Shute, Mihaly & Weinberger LLP. I am excited by the diversity of land use and environmental cases that the firm is involved with, and the mixture of litigation and policy work done by the attorneys. I worked in northern California during college on issues of sustainable forest use and am eager to return to an area of the country where progressive environmental policy is still being created and enforced.

I have a long-standing commitment to environmental issues. As a joint degree student with Yale's Law School and School of Forestry & Environmental Studies, I am pursuing the scientific knowledge, policy skills, and legal training necessary to be an effective environmental advocate. This past summer, I sharpened my legal research and writing abilities working on Clean Air Act litigation for Environmental Defense in Boulder, Colorado, and am continuing to work for the organization part time during the school year. Through course work on Land Use, Water Law, Administrative Law, and U.S. Environmental Law and Policy, which I took at Yale Law School as an undergraduate, I have sought to develop a broad understanding of the laws and regulations affecting the environment, and the context in which these laws are enacted and enforced.

Please find attached a copy of my resume, a list of references, a writing sample, and an unofficial copy of my transcript. I would be delighted at the chance to interview with someone in your office. Thank you for your consideration.

Sincerely,

Calvin Klein

81 Mansfield St., New Haven, CT 06511

CALVIN A. KLEIN
Email: calvin.klein@yale.edu

Cell: (413) 262-6590

EDUCATION

Yale Law School, New Haven, CT

Yale School of Forestry & Environmental Studies, New Haven, CT

Joint J.D./M.E.M. expected 2016

Activities: *Yale Journal on Regulation*, Articles Editor
Yale Environmental Law Association – Co-director
American Constitution Society – Judicial Nominations Project
Environmental Attitudes & Behavior Project

Yale University, New Haven, CT

B.A., Mathematics, May 2010. GPA 3.92

Honors: summa cum Laude, Phi Beta Kappa
Awards: DeForest Senior Prize and Anthony D. Stanley Prize for excellence in field of Mathematics
Activities: Head freshman counselor for Morse College, elementary school mentor through Science and Math Achiever Teams, club ultimate frisbee

EXPERIENCE

Environmental Defense, Boulder, CO

Summer 2013

Researched and wrote comments to submit to EPA critiquing proposed rule on stationary diesel engines. Drafted strategy memo explaining and defending legal course of action to take in a pending case. Researched and wrote memos on topics pertaining to the Clean Air Act, and conducted research for the preparation of legal briefs.

Environmental Protection Clinic, Client: Palau's Ambassador to the UN

Spring 2013 – present

Prepared comprehensive scientific and legal justification for a global moratorium on bottom trawl fishing, drafted strategy points, and met with UN delegates in support of a UN General Assembly Resolution on bottom trawling. Currently serving as Teaching Assistant for the clinic and drafting national legislation in Palau designed to help protect the country's marine resources from destructive fishing practices.

Yale Pro Bono Network, Client: Natural Resources Defense Council

Spring 2012

Researched and analyzed comparative provisions of the Clean Water Act pertaining to oil and hazardous substances and subsequent case law with emphasis on potential for litigation over compliance with hazardous substance provisions.

American Museum of Natural History, New York, NY

2011-2012

Researched and prepared series of talks on environmental issues in Bhutan and the Galapagos Islands for the director of the Center for Biodiversity and Conservation. Edited books on urban sprawl, conservation genetics, and the status of Vietnamese biodiversity. Coordinated the creation of and edited educational modules designed to facilitate teaching of environmental science in developing countries.

Ornithological Fieldwork, Texas, California, Missouri, Hawaii

2008-2011

Conducted seasonal fieldwork with birds as part of several longitudinal studies investigating optimal logging practices, bird population trends, and impacts of invasive species on native birds.

INTERESTS

Classical piano, composing music, ultimate Frisbee

SAMPLE COVER LETTER #9: SECOND-YEAR JOINT DEGREE STUDENT

645 Ellsworth Avenue
New Haven, CT 06511

November 1, 2013

Mr. Daniel S. Ehrenberg, Esq.
Deputy General Counsel
Neighborhood Reinvestment Corporation
1325 G Street, NW, Suite 800
Washington, DC 20005

Dear Mr. Ehrenberg:

I am a second-year student at Yale Law School and am seeking a position with the Neighborhood Reinvestment Corporation for the Summer 2014. In addition to pursuing my law degree, I am also enrolled in the MBA program with the Yale School of Management. I will graduate with both degrees in June 2015.

I am seeking a position for this summer that will enable me to draw from my legal and business abilities and my background in community development. Your organization is particularly appealing to me because of its goal of strengthening underserved communities by supporting innovative local partnerships of residents, businesses, and government.

As CEO and co-founder of Urban Solutions, I had the opportunity to assist residents in underserved communities by securing contracts with government agencies to renovate housing, organizing student volunteers to provide landscaping and supporting residents in their efforts to better their communities. As a summer intern with two law firms, I assisted with researching and writing legal documents on a variety of matters, including drafting bylaws and articles of incorporation for a number of small companies and nonprofit organizations.

I believe that my interests and skills are well-suited to the work of your office. I would welcome the opportunity to discuss a summer internship position with you further. For your information, if your organization does not have funding for summer interns, Yale will fund my employment.

Thank you in advance for your consideration.

Sincerely,

Stanley Student

Stanley Student

Stanley Student

101 Colony Road
New Haven, CT 06511
(203) 555-0829
stanley.student@yale.edu

EDUCATION

YALE LAW SCHOOL AND YALE SCHOOL OF MANAGEMENT, New Haven, CT

Candidate for JD and MBA, 2015

Activities: Legal Research Assistant: Business Organizations, Professor Henry Hansmann
Teaching Assistant: Economics, Professors Oster, Mansur and Keohane

YALE UNIVERSITY, New Haven, CT

BA with distinction in African-American Studies and American Studies, 2004

Honors: *cum laude*; Norman Holmes Pearson Prize for Senior Essay;
AYA Community Service Fellowship; Richter Research Fellowship

EXPERIENCE

DAY, BERRY & HOWARD, LLP Hartford, CT

DBH Summer Fellow and Summer Associate, Summer 2013

- Received split summer public interest fellowship with DBH Foundation
- Reported on legal and regulatory framework of Bosnian microfinance and European Union accession for World Bank project; worked on corporate and nonprofit legal assignments
- Received offer of permanent employment

JENNER & BLOCK, LLC Chicago, IL

Summer Associate, 2012 & August 2013

- Performed research and analysis for both litigation and transactional legal practices
- Co-wrote law review article with partner on appellate review

URBAN SOLUTIONS, INC. New Haven, CT

CEO and Co-Founder, Initial Board President, 2008-2011

- Founded organization to strengthen neighborhoods and create jobs by landscaping and cleaning urban property; hired and managed socially and racially diverse 80+ person staff
- Developed bylaws, articles of incorporation, IRS 1023 nonprofit application, and 3-program business plan with Yale legal clinic; recruited and led Board of Directors
- Raised over \$1M and managed \$500K+ annual budget; controlled accounting and fiscal systems
- Secured contracts with city, state, and federal governments; acquired and renovated housing; directed 60+ student summer jobs program and 20-member year-round AmeriCorps team
- Named 2005 *echoing green* Public Service Fellow; received New Haven 40 Under 40 Award 2006

LEADERSHIP, EDUCATION, AND ATHLETICS IN PARTNERSHIP (LEAP, INC.) New Haven, CT

Site Coordinator, Resources Coordinator, Senior Counselor, 2004-2007

- Managed 100-child summer and after-school urban neighborhood program with AmeriCorps staff of 30+; developed, funded, scheduled, and implemented statewide programs including 600+ volunteers and 7-venue 2000 Special Olympics World Games
- Lived and worked in scattered-site subsidized housing development as mentor, coach, tutor, counselor, and program director for neighborhood children and staff

SAMPLE COVER LETTER #10: SECOND-YEAR TRANSFER STUDENT

645 Ellsworth Avenue
New Haven, CT 06511

August 15, 2013

Ms. Tara Klein
Recruiting Manager
Manatt, Phelps & Phillips
11355 W. Olympic Blvd
Los Angeles, CA 90064

Dear Ms. Klein:

I am a second-year student at Yale Law School and am seeking a position with Manatt, Phelps & Phillips for the Summer 2014. I attended college in Colorado, and wish to return to the west upon my graduation from Yale.

At the U.S. Department of Justice this summer, I conducted extensive research on a variety of tort matters including toxic torts, medical malpractice and nuclear testing. I developed strong writing skills and had the opportunity to attend numerous hearings and trials. Perhaps most importantly, the work I conducted solidified my desire to become a trial lawyer. After conducting research into law firms and speaking with fellow Yale Law students and alumni, I have determined that your firm, with its renowned litigation group, is a perfect fit for my interests.

I would enjoy the opportunity to meet with members of your firm at a time that is mutually convenient.

Thank you in advance for your consideration.

Sincerely,

George Jackson

George Jackson

GEORGE JACKSON

645 Ellsworth Avenue • New Haven, CT 06511 • (203) 782-2634 • george.jackson@yale.edu

EDUCATION

Yale Law School, New Haven, CT
J.D. expected, June 2015

Vermont Law School, South Royalton, VT
J.D. candidate, transferred after first year, 2012-2013
Rank: 2/150
Honors: *Vermont Law Review*, selected for membership based on first-year grades
Moot Court Competition, Finalist
American Jurisprudence Book Award for Constitutional Law

University of Colorado, Boulder, CO
M.A., History, May 2010
A.B., *summa cum laude*, Asian Studies, June 2009
Honors: Phi Beta Kappa
Wilson Prize in Asian Studies
Activities: University of Colorado Marching Band
Sigma Nu Fraternity, President

EXPERIENCE

U.S. Department of Justice, Civil Division, Torts Branch, Washington, D.C. Summer 2013
Legal Intern. Researched and drafted briefs and memoranda on 11th Amendment issues.
Assisted at depositions and in trial preparation by participating in strategy sessions, interviewing potential witnesses, drafting witness statements and organizing deposition and trial exhibits.

University of Colorado, Boulder, CO 2010 - 2012
Adjunct Professor of History. Taught history courses at all levels, from freshman survey of world history to graduate seminars. Conducted weekly small group seminars for students. Supervised graduate students' thesis work and dissertations. Counseled graduate students seeking employment. Conducted independent research and wrote numerous papers and articles on the effects of war in Southeast Asia.

PUBLICATIONS AND PRESENTATIONS

Wrote numerous articles published in national and international journals. Presented two papers at national conferences.

SKILLS AND INTERESTS

Fluent in Mandarin Chinese and Russian. Enjoy Golf.

SAMPLE COVER LETTER #11: THIRD-YEAR STUDENT

91 Lyman Orchard Way
New Haven, CT 06511
(203) 555-1212

August 15, 2013

Trisha Weiss
Manager, Legal Recruiting
Shearman & Sterling
599 Lexington Avenue
New York, NY 10022-6069

Dear Ms. Ryan:

I am a third-year student at Yale Law School and I am seeking a position with your firm for the Fall 2014. I understand from our Career Development Office that you are not currently scheduled to interview third-year students at Yale during our Fall Interview Program. I am hoping that you will consider interviewing me either while you are here for FIP or at another time more convenient for you.

This past summer I worked for the D.C. office of Arnold & Porter in their Litigation and Employee Benefits Departments. The firm's summer program provided me with excellent training through substantive legal assignments, including drafting summary judgment motions and conferring with clients regarding legal strategy.

Although I received an offer to return to Arnold & Porter upon graduation, I am interested in exploring employment with Shearman & Sterling for several reasons. First, I met and spoke with Linda Rappaport, Practice Group Leader in your Executive Compensation and Employee Benefits Group, at a New York Bar Association Women's Luncheon this summer. I am interested in the substantive legal work conducted by that group, and was impressed with Ms. Rappaport's description of Shearman & Sterling's initiatives relating to the advancement of women in the legal profession. Moreover, I understand that your firm has taken steps to decrease associate attrition which have proven successful. Finally, after spending many weekends in the Big Apple while a student at Yale, I have decided to commence my legal career in New York City.

I look forward to having the opportunity to discuss these issues with you further. Please do not hesitate to call if you need more information or would like to schedule an interview. Thank you.

Sincerely,

Marisa Cooper

Marisa Cooper

MARISA COOPER
91 Lyman Orchard Way
New Haven, Connecticut 06511
(203) 555-1212; marisa.cooper@yale.edu

EDUCATION

YALE LAW SCHOOL, New Haven, CT
J.D. expected, June 2014
Activities: *Yale Journal of Law and Feminism*
Yale Journal on Regulation
Yale Law Women

DARTMOUTH COLLEGE, Hanover, NH
A.B., Comparative Religion and German, May 2010
Honors: Phi Beta Kappa
Dudley Prize for excellence in Religious Studies
Class of 1936 Women's Award for outstanding contribution to Dartmouth
Activities: Advisory Committee on Investor Responsibility, Student Appointee
Student Support Network Hotline, Founder and Director
Collis Student Center Governing Board, Chairperson

EXPERIENCE

ARNOLD & PORTER, Washington, DC
Summer Associate Summer 2013
Drafted briefs in support of litigation matters including civil and class action complaints, summary judgment motions and demand for compliance actions. Researched and analyzed case and statutory law under the Employee Retirement Income Security Act and summarized research in legal memorandum to client company relating to dispute regarding employee pension plan.
Received offer of permanent employment.

NATIONAL HEALTH LAW PROGRAM, Washington, DC
Law Clerk Summer 2012
Monitored congressional hearings on health care issues. Researched and drafted memoranda in response to questions from supervising attorneys on numerous topics including the legal ramifications of requiring pregnant women to be tested for the HIV virus during third trimester of pregnancy. Wrote article on the health care concerns of welfare mothers for *Health Advocate* newsletter.

MASSACHUSETTS GENERAL HOSPITAL, Boston, MA
Social Work Associate 2010-2012
Assisted patients and families with adjustment to illness, discharge planning, and management of benefits and public entitlements. Presented cases in departmental Grand Rounds and in weekly medical/social work rounds. Served on Social Services Department Committee.

ERIE CERAMIC ARTS COMPANY, Erie, PA
Human Resources Assistant Summer 2010
Wrote employee handbook, including sections relating to employee rights and responsibilities. Updated personnel policies to comply with existing law and company policy. Organized hazardous material safety data for compliance with OSHA regulations.

SAMPLE COVER LETTER #12: THIRD-YEAR STUDENT

1145 Chapel St., Apt. 2A
New Haven, CT 06511
(203) 542-3556

September 1, 2013

Merritt W. Clark, Esq.
Texas Civil Rights Project
2212 E. Martin Luther King Boulevard
Austin, TX 78702-1344

Dear Mr. Clark:

I am a third-year student at Yale Law School, expecting my degree in June of 2014. I am seeking a permanent position and am very interested in the Texas Civil Rights Project. I am from Denton, Texas and plan to live in the state after graduation. The Civil Rights Project interests me because of its commitment to investigation and advocacy in the field of civil liberties. I am especially intrigued by your work in prisoners' issues, including police misconduct, prisoners' rights and death penalty defense.

As my resume indicates, I have taken the opportunity to gain practical experience in these fields, as well as in other human rights areas, in the summers during law school and in the academic year. I have also structured my academic experience around this interest, conducting graduate psychology research on behavior in the criminal and corrections contexts and continuing similar research in the juvenile system in law school. I look forward to applying this research and experience as a practicing attorney.

I will be in the Dallas area from January 15 to January 21 and would welcome the opportunity to speak with you about a position in the Civil Rights Project. Thank you for your consideration. I look forward to speaking with you.

Sincerely,

Meg Pryor

Meg Pryor

MEG PRYOR

1145 Chapel St., Apt. 2A, New Haven, CT 06511
(203) 542-3556 meg.pryor@yale.edu

EDUCATION

YALE LAW SCHOOL, J.D. expected, June 2014

ACTIVITIES: *Yale Journal of Law and Feminism*, Articles Editor
Greenhaven Prison Project, Director
Students for Social Justice

UNIVERSITY OF WISCONSIN, M.A. in Psychology, specialization in Behavior Analysis, 2011

PRINCETON UNIVERSITY, B.A. in Psychology, 2008

HONORS: *magna cum laude*
ACTIVITIES: Undergraduate Student Government, Vice President
Association of Women in Science

EXPERIENCE

YALE LAW SCHOOL, Professor Stephen B. Duke, New Haven, CT Fall 2013 – present
Research alternative sentences for juvenile offenders, their success, and the political and factual precursors to their implementation.

SOUTHERN CENTER FOR HUMAN RIGHTS, Birmingham, AL July – August 2013
Researched and wrote memoranda and interviewed clients in preparation for litigation challenging conditions for physically disabled prisoners.

BRADLEY ARANT ROSE & WHITE, Birmingham, AL May – June 2013
Wrote memorandum for health care division on the impact of legislation mandating third-party reimbursement for registered nurses. Assisted in preparation of pre-trial memorandum for litigation regarding disability coverage for short-term mental health problems.

PROSECUTION EXTERNSHIP, Yale Law School, New Haven, CT Fall 2012 – Spring 2013
Assisted state prosecutor specializing in career criminals. Examined witnesses and presented arguments in court proceedings.

PUBLIC DEFENDER SERVICE OF THE DISTRICT OF COLUMBIA, Washington, DC Summer 2012
Represented indigent clients in District of Columbia Superior Court on a variety of state criminal charges. Participated in client interviews, negotiated on behalf of clients, and represented clients in court proceedings.

PUBLICATION

Note, “Uneasy Bedfellows: Bridging the Philosophical Gap That Paralyzes the Use of Psychological Data in Habeas Proceedings,” 108 *YALE L. J.* 47 (2012).

SKILLS AND INTERESTS

Fluent in French. Basic knowledge of Spanish. Habitat-for-Humanity volunteer.

SAMPLE COVER LETTER #13: THIRD-YEAR STUDENT WITH TRADITIONAL CLERKSHIP

111 Cottage Street, Apt. 2A
New Haven, CT 06511

September 30, 2013

Bryan Stevenson, Esq.
Executive Director, Equal Justice Initiative
122 Commerce Street
Montgomery, Alabama 36104

RE: Summer 2013 Volunteer Internship

Dear Mr. Stevenson:

I will graduate from Yale Law School in June 2014 and begin a clerkship with the Honorable Carolyn Dineen King (5th Cir.) in September. I would be very interested in a summer internship with the Equal Justice Initiative before my clerkship. My first law school summer internship at the Southern Poverty Law Center introduced me to Montgomery and the public interest legal community in Alabama. Since that summer, my desire to return to my home state and represent individuals in need has only strengthened.

EJI offers a unique combination of significant litigation and valuable research in capital punishment, juvenile justice, and criminal justice. I have spent both summers developing litigation skills, first at a public interest organization, then at a boutique public interest law firm in Atlanta. At Yale Law School, I also honed my research and writing as a research assistant for Prof. Robert Gordon, Articles Editor of the *Yale Law & Policy Review*, and a participant in moot court. EJI offers me a perfect opportunity to combine my interests in legal research with hands-on trial work.

I plan to come home to Alabama during the week of October 17 and would be happy to speak with you or others about internship opportunities. I will contact your office within the next two weeks to see whether an interview might be arranged.

I have enclosed a resume, list of references, and short writing sample for your review. Thank you for your consideration.

Very truly yours,

Forrest Gump

Forrest Gump, Jr.

**SAMPLE RESUME #13: THIRD-YEAR STUDENT
WITH TRADITIONAL CLERKSHIP**

(Font: Times New Roman, 11 pt.)

FORREST GUMP, JR.

111 Cottage Street, Apt. 2A • New Haven, CT 06511 • 203.555.5555 • gumpjr@yale.edu

EDUCATION

YALE LAW SCHOOL, New Haven, CT

J.D. expected June 2014

Activities: Coker Fellow, Prof. Daniel Markovits (teaching assistant for Contracts small group)
Research Assistant, Prof. Robert Gordon
Articles Editor, *Yale Law & Policy Review*
Board Member, Morris Tyler Moot Court of Appeals
Nonprofit Organizations Clinic
Six Angry Men *a cappella* group

UNIVERSITY OF ALABAMA, Tuscaloosa, AL

B.A., *summa cum laude*, American Studies and French, May 2010

Honors: Phi Beta Kappa
Algernon Sydney Sullivan Award (outstanding male & female members of senior class)
President, Iota Circle of Omicron Delta Kappa (national leadership honor society)
University Honors Program
Honors Thesis: *Racial Idiom: The Evolution of Racially Coded Speech in Alabama Politics 1950-70*
Activities: Rules Committee Chair, Student Senate
Tenor, University Singers (selected by Music faculty in competitive audition)
Columnist, *The Crimson White* (student daily newspaper)

EXPERIENCE

HON. CAROLYN DINEEN KING, U.S. Court of Appeals for the Fifth Circuit, Houston, TX 2014 - 2015
Prospective Law Clerk.

BONDURANT, MIXON & ELMORE, Atlanta, GA Summer 2013
Summer Associate. Staffed variety of civil matters at boutique litigation firm. Drafted interrogatories, requests for production, and deposition questions in Title VII suit against a regional seafood wholesaler. Researched and drafted memorandum analyzing potential Truth in Lending Act violations in auto financing schemes. Drafted section of Eleventh Circuit brief challenging the legality of a sheriff's search of a houseboat at a private marina.

SOUTHERN POVERTY LAW CENTER, Montgomery, AL Summer 2012
Summer Intern. Participated in all aspects of trial preparation for civil suit brought on behalf of mentally-challenged African-American man beaten by four white men, which resulted in a \$9 million jury verdict. Interviewed potential witnesses, prepared trial exhibits, drafted responses to discovery objections, and assisted in preparation of jury instructions. Attended discovery and settlement conferences.

U.S. REPRESENTATIVE JO BONNER (R-AL), Washington, DC 2010-2011
Legislative Correspondent. Investigated constituent issues concerning a variety of government benefits and drafted responses to constituent queries. Regularly updated content for Constituent Services section of Congressman Bonner's website and drafted material for monthly e-newsletter.

SKILLS AND INTERESTS

Fluent in French. Enjoy running, table tennis, and Cajun zydeco music.

SAMPLE WRITING SAMPLE COVER SHEET #1

WRITING SAMPLE

Ellenor Frutt
Box 208203
New Haven, CT 06520
(203)436-5555

As a summer associate at Jarndyce & Jarndyce, I prepared the attached memorandum for a *pro bono* assignment in the litigation department. The memorandum examined whether the fees charged by commercial tax preparers for “instant refund loans” would violate the state usury laws in New York, New Jersey, Pennsylvania, or Connecticut.

To preserve client confidentiality, all individual names and locations have been changed, and some portions have been redacted (as indicated in brackets in the text). I have received permission from my employer to use this memorandum as a writing sample.

WRITING SAMPLE

Serena Southerlyn
Box 208304
New Haven, CT 06520
(203) 436-8888

The attached writing sample is an excerpt from a brief submitted for the Morris Tyler Moot Court of Appeals competition. The case involved a challenge to the Connecticut sex offender registration statute.¹ The competition problem differed somewhat from the actual case then pending before the United States Supreme Court, and competitors were not permitted to rely on materials submitted to the Court. The questions presented for competition were:

1. Does Connecticut's sex offender registration law implicate an offender's liberty interest by listing offenders in an undifferentiated registry and violate an offender's due process rights by failing to afford an offender a hearing on his current dangerousness before publishing true and accurate information about him and his conviction history?
2. Does Connecticut's sex offender registration law, on its face or as implemented, impose punishment for purposes of the Ex Post Facto Clause of the United States Constitution?

I represented the petitioner, the Connecticut Department of Public Safety. I chose the section of brief addressing the Ex Post Facto Clause as my writing sample.

¹ The first paragraph would also be the appropriate place to summarize any facts in the case necessary to understand the argument, instead of including a lengthy statement of facts.

SAMPLE LIST OF REFERENCES

LIST OF REFERENCES

JOHN Q. STUDENT

P.O. Box 208203
New Haven, CT 06520-8203
(203) 432-8000
john.student@yale.edu

Samuel Lembo, Esq.

New Haven Legal Assistance
426 State Street
New Haven, CT 06510
(203) 946-4811
slembo@nhla.org
Supervising attorney for the Temporary Restraining Order Project

Alvin Klevorick

John Thomas Smith Professor of Law and Professor of Economics
Yale Law School
P.O. Box 208215
New Haven, CT 06520-8215
(203) 432-0000
alvin.klevorick@yale.edu
Torts Professor

Elizabeth Merwin, Esq.

Southeastern Rural Mental Health Research Center
University of Virginia, Health Science Center, Box 393
Charlottesville, VA 22908
(804) 982-3273
e.merwin@srmhrc.org
Former employer

SAMPLE THANK YOU EMAIL

To: john.hamilton@oag.state.va.us
From: john.student@yale.edu
Subject: My interview with your office
Date: February 15, 2014

Dear Mr. Hamilton:

Thank you for taking the time to interview me yesterday for a first-year summer internship position in the Attorney General's office. I enjoyed hearing about your recent court battle with the State of Maryland regarding property rights to the Potomac River. As a resident of Virginia, I certainly hope that your arguments prevail. I also appreciated your insights into the daily tasks and responsibilities of attorneys in your office.

Please pass my thanks along to Ms. Cole-Amos, who was very hospitable in showing me around the office. I remain very interested in a summer position and look forward to hearing from you soon.

Sincerely,

John Q. Student
Yale Law School

SAMPLE THANK YOU LETTER

Andrew Carter
91 Lyman Orchard Way
New Haven, CT 06511
(203) 555-8732

February 16, 2014

Deanna R. Booth
Hiring Attorney
Food Research and Action Center
1875 Connecticut Avenue, NW
Suite 540
Washington, DC 20009

Dear Ms. Booth:

Thank you for taking the time to speak with me about the Food Research and Action Center and also for inviting me to attend your “Fighting Hunger in America” conference. I am looking forward to it.

I know that I would enjoy working with you and the other people from the Center whom I met yesterday. Please let me know if I can provide you with any additional information. Thank you again for your consideration.

Sincerely,

Andrew Carter

Andrew Carter