

Example #1

AARON FIRSTYEAR

412 Melville Road | Lincoln, NE 68222
firstyear1@huskers.unl.edu
402-555-2323

December 5, 2017

John Smith
Scout, Boo & Radley, LLP
1234 Mulberry Lane
Lincoln, NE 68520

Dear Mr. Smith:

I am currently a first year law student at the University of Nebraska College of Law and am interested in a summer associate position with Scout, Boo & Radley, LLP. Although I am a native of Chicago, my wife and I plan to remain in Nebraska following graduation. I am especially drawn to Scout, Boo & Radley because of its strong reputation in the areas of juvenile and immigration law.

As my resume indicates, I have a strong academic record and a variety of volunteer and leadership experiences that will make me an excellent clerk for your firm. My undergraduate degree in History included significant research and writing. That training has served me well in my first semester of law school, and, while we do not receive all of our permanent grades until May, I recently earned the highest grade on the closed memorandum in my legal writing section. Through volunteering for a year as a Guardian Ad Litem, I became skilled in researching matters specific to child abuse and neglect. I am fluent in Spanish, having spent a summer studying and volunteering in Spain. Because Scout, Boo & Radley LLP specializes in juvenile and immigration law, my skills and experiences make me particularly well suited for a summer associate position with your firm.

Enclosed is a detailed resume, which highlights my experience and education. I would appreciate the opportunity to meet with you to discuss summer employment. If there is anything further I can provide, please do not hesitate to contact me. I look forward to hearing from you and appreciate your time and consideration.

Sincerely,

Aaron Firstyear

Example #2

1125 My Street
Lincoln, NE 68523

December 2, 2017

George Bailey
Hiring Attorney
Building and Loan
1111 Main Street
Bedford Falls, MN 55555

Dear Mr. Bailey:

I am a first-year law student at the University of Nebraska College of Law and am interested in a summer internship with the Building and Loan. Not only do I have the academic background for a position with your company, I also have a strong interest in working with real estate and the law.

Having completed my undergraduate career in Business Administration, I have a solid background in finance and economics. In law school I have enjoyed my Property and Contracts classes, and believe my education, when combined with my volunteer and work experience, have brought me to a place where I can make a positive difference and significant contribution to the mission of the Building and Loan. As an intern for a mortgage loan officer, I developed and managed real estate loan accounts and was exposed to the legal requirements for the residential mortgage business. Additionally, I have proven myself disciplined in time management and resourceful by managing full-time coursework, part-time employment, and campus involvement as an undergraduate.

In May 2018 I will be moving back to Bedford Falls for the summer and anticipate visiting the city December 10-28 to explore potential employment opportunities, including, I hope, a visit with you in that regard. I will contact your office next week to arrange a meeting at a time convenient for you. You may reach me any time prior at (402) 555-2186 or firstyear@huskers.unl.edu.

Thank you for your time and consideration.

Sincerely,

(signature)

Clarence Gabriel