

10000 Address Street
Baton Rouge, LA 70807

October 1, 2007

Ms. Jane Doe
Recruiting Manager
Law Firm
10001 Address Avenue
New Orleans, LA 70130

Dear Ms. Doe:

I am writing to express my interest in securing a 2008 summer associate position with Law Firm. I am currently a second year law student at Southern University Law Center in Baton Rouge, Louisiana. [ADD A SENTENCE OR TWO ABOUT HOW YOU HEARD ABOUT THE POSITION AND WHY YOU ARE INTERESTED IN THIS EMPLOYER. IF YOU HAVE A PERSONAL REFERRAL PUT THAT HERE.]

This past summer, I worked as a law clerk for Summer Employer and I previously worked for Other Employer. In these positions, I gained hands-on experience in the full range of [LEGAL AREA / SPECIALTY]. My duties included legal research, preparation of legal memoranda, fact investigations, client and witness interviews, as well as observing lawyers at court appearances. [GIVE EXAMPLES OF INTERESTS AND EXPERIENCE THAT WOULD MAKE YOU OF PARTICULAR INTEREST TO THIS EMPLOYER.] I feel that these experiences have provided me with the background necessary to be a successful summer associate in your office.

I have enclosed a copy of my resume, transcript, and writing sample for your review. If you have any questions, I can be reached at (225) 000-0000 or by e-mail at student@sulc.edu. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Law Student

Enclosures