

PRIVATE SECTOR SAMPLE LETTER

55 Wall Street
New York, NY 10023
(212) 555-1234

DATE

Mr. John Doe
Drexler, Smith & Knobb, LLP
15 First Street
New York, NY 10003

Dear Mr. Doe:

I am writing at the recommendation of Lawrence Smith regarding your search for a senior attorney for the international corporate group at Drexler, Smith & Knobb. Currently I serve as Counsel at Miller & Howard where I specialize in international banking. My book of business includes three French banks, and two private investment funds currently transacting throughout Europe and North America and seeking to build their business in the United States.

My interest in Drexler, Smith & Knobb is primarily based on the firm's preeminent legal practice in Paris and Madrid, which would allow me to better service my clients both domestically and abroad. During my seven years at Miller & Howard, I have provided legal advice to corporate officers on securities and employment law issues, as well as international corporate and trade issues. Based on my knowledge of your firm, I understand that many French banks ranked among the "BusinessWeek Global 1000" are clients of your offices both in the U.S. and in Rome. I believe that my experience will allow me to make a significant contribution to the services of your firm.

Prior to attending Yale Law School, I was an investment banker at Citigroup and developed extremely effective quantitative, communication and negotiation skills, which I was able to transfer to the practice of law. Immediately following law school I served as a law clerk for Justice Robert P. Patterson in the U.S. District Court, S.D.N.Y. and as an associate at Milbank, Tweed, Hadley & McCloy before moving to Miller & Howard to further focus my practice on international banking.

Enclosed is a copy of my resume for your review and I am available at your convenience to discuss possible opportunities at your firm. Please feel free to contact me if you require any additional materials. Thank you for your consideration.

Sincerely,

Name

Name

Enclosure

PRIVATE SECTOR SAMPLE LETTER

55 Broad Street
Boston, MA 02018

DATE

Ms. Jane Smith
Director of Legal Personnel
Laurel & Mann, LLP
15 Eighth Street
Los Angeles, CA 90001

Dear Ms. Smith:

I am an attorney admitted in Massachusetts and California currently practicing with James, Levy & Mitchell in Boston. I am writing in response to your position listing for a mid-level bankruptcy attorney. I am originally from Los Angeles and after several years of practice in Boston I am excited to return permanently to California.

My interest in Laurel & Mann is primarily based on the firm's preeminent bankruptcy practice. During my four years at James, Levy & Mitchell I have gained experience in both litigation and transactional matters, but have found my primary interest to be in the area of bankruptcy. While at James, Levy I have assisted clients in both Chapter 7 and 11 filings and related litigation, and have re-negotiated loan agreements with lenders and co-counsel. In addition, I offer my legal services pro bono to the Greater Boston Foreclosure Remediation Program, which assists victims of predatory loans by renegotiating more favorable terms. As a student at Yale Law School, I first developed an interest in bankruptcy through my coursework and my summer experience with the U.S. Securities and Exchange Commission.

I believe that my legal experience coupled with my education will allow me to make a significant contribution to your firm. Enclosed is a copy of my resume for your review and I am available at your convenience for an interview. Please feel free to contact me if you require any additional materials. Thank you for your consideration.

Sincerely,

Name

Name

Enclosure

PUBLIC SECTOR SAMPLE LETTER

55 Cottage Street
New Haven, Connecticut 06511
(203) 555-5555

DATE

John Smith, Esq.
Director, Earthjustice
555 10th Street
Oakland, CA 94612

Dear Mr. Smith:

I am attorney with six years of experience in environmental litigation and am writing to express my great interest in the open position for a coal and global warming attorney at Earthjustice. My prior experience with the U.S Environmental Protection Agency has provided me with a strong foundation in environmental regulatory and litigation issues. I now hope to transfer those skills to the team at Earthjustice where I strongly believe in the organization's mission to defend the right of all people to a healthy environment.

During my time with the EPA's Criminal Enforcement Office, my projects were a mix of policy and case specific work in support of the criminal enforcement program. As a Regional Criminal Enforcement Counsel (RCEC) I provided agents with legal advice and worked closely with prosecutors from the Department of Justice. As an appointed Special AUSA, I conducted grand jury and courtroom work in addition to the investigation-phase legal work.

Prior to the EPA, I was a Project Attorney in the Air Program at the Natural Resources Defense Council. In this role, I worked primarily on air quality issues in the New York/New Jersey region. I began my career with NRDC as a litigation fellow working on federal court litigation issues ranging from indoor air quality in the public schools, to asbestos remediation issues. Immediately following my graduation from Yale Law School, I clerked with Justice Jones in the Southern District of New York.

I am originally from Oakland and after several years on the East Coast I look forward to returning to California. I will be in the area during the week of January 10 and would be happy to speak with you or others about this opportunity. I will contact your office within the next two weeks to see whether an interview might be arranged.

I have enclosed a resume and list of references for your review. Please let me know if any further materials are needed to assess my candidacy. Thank you for your consideration.

Very truly yours,

Lawrence Gibson

Lawrence Gibson, Esq.

GOVERNMENT SAMPLE LETTER

55 Grand Street
Englewood Cliffs, NJ 07101

DATE

Jane House
First Assistant US Attorney
US Attorney's Office
District of New Jersey
970 Broad Street, Suite 700
Newark, NJ 07102

Dear Ms. House:

I am writing to express my interest in the Assistant United States Attorney position available with the criminal division of the United States Attorney's Office, District of New Jersey. I believe that my litigation experience and background in public service will allow me to make a significant contribution to your team.

Currently I am a litigation associate with Davis Polk & Wardwell in the New York Office. During the past four years with Davis Polk, I have worked on a variety of litigations in the area of white collar crime including representing corporations and individuals in non-public criminal and regulatory investigations and proceedings conducted by the DOJ, the SEC, and the New York Attorney General's Office. In addition I have worked on litigations representing multiple broker-dealers, hedge funds and other financial institutions in an array of investigations relating to short selling, including SEC and DOJ investigations into short sales of financial institutions' securities at critical points during the financial crisis.

Prior to attending Yale Law School, I was a business development associate at the William and Flora Hewlett Foundation's Performing Arts Program where I created a strategic plan for a groundbreaking, dynamic cultural asset map that includes many data-gathering and -aggregation elements. In recent years this project has been implemented, and during my time in law school and while at Davis Polk I have served as a member of the advisory committee guiding it forward alongside industry experts and staff from peer funders.

I now look forward to bringing together my criminal litigation skills with my passion for public service as an AUSA. I would be happy to discuss my candidacy for this position with you at your convenience. Thank you for your consideration.

Sincerely,

John Doe