

## SAMPLE COVER LETTER #1:

100 Orange Street  
New Haven, CT 06510

October 1, 2021

Ms. Lorraine Brown  
Director, Legal Personnel  
Covington & Burling  
Washington, DC 20006

Dear Ms. Brown:

I am presently attending Yale Law School and will receive a Master of Laws Degree (LL.M.) in June 2021. After graduation, I would like to gain some experience in an American law firm and would enjoy the opportunity to discuss employment opportunities at Covington & Burling.

I received my law degree from the University of the Philippines College of Law where I graduated first in my class of 200 students. After completing law school, I worked for two years with the Philippine law firm Sycip Salazar where I provided foreign investment advice to many American and international clients and developed strong writing and communication skills. It was in this position that I first learned of your firm and its extensive legal work in the area of foreign investments. Given my personal interest in U.S. military law, Washington, D.C. would be an ideal city for me to commence my U.S. legal career.

My English writing and speaking ability, combined with my experience with international corporate clients, will enable me to succeed as an associate with your firm. I welcome the opportunity to talk with you further about my credentials and am available for an interview at your convenience.

Sincerely,

*Manuel C. Abello*

Manuel C. Abello

## SAMPLE COVER LETTER #2:

1215 Whitney Avenue  
Hamden, CT 06520

September 25, 2021

Ms. Sarah Cannady  
Manager of Legal Recruiting  
Sullivan & Cromwell  
125 Broad Street  
New York, NY 10004

Dear Ms. Cannady:

I am a LL.M. student at Yale Law School and am seeking a short-term internship in New York City before returning to my home country of Australia to practice law. I will complete my studies at Yale in June 2022 and am able to work in the United States for up to one year following my graduation.

I am particularly interested in working for Sullivan & Cromwell because of its preeminent U.S. legal practices in both Melbourne and Sydney. I am seeking a position that will enable me to work on a cross section of legal matters for prominent Australian companies. Based on my research on your firm, I understand that many Australian companies ranked among the ABusinessWeek Global 1000@ are served by both your U.S. and Australian offices.

I believe that my background demonstrates my ability to serve the needs of your clients. At the University of Queensland, from which I received my primary law degree, I excelled in my academic studies and in moot court. During my summers in law school and after graduating, I worked for many types of legal employers, including the largest law firm in Brisbane where I focused on litigating tort claims. Through these positions, I developed the ability to communicate effectively with clients and honed my legal research and writing skills. I am excited at the possibility of bringing the skills and knowledge I have developed through my prior and academic experiences to the work of your office in the upcoming year.

I am available for an interview at your convenience. Thank you for taking the time to review my résumé. Please feel free to contact me if I can provide you with any additional information.

Sincerely,

*Patricia Rafter*

Patricia Rafter

## SAMPLE COVER LETTER #3

231 Edwards Street, #4  
New Haven, CT 06511

September 28, 2012

Ronald Abramson, Esq.  
Chair, Intellectual Property Practice  
Hughes Hubbard & Reed LLP  
One Battery Park Plaza  
New York, NY 10004

Dear Mr. Abramson:

I am currently attending Yale Law School in the LL.M. program and will receive my degree in June 2022. After my graduation, I will be able to work in the U.S. for up to one year before I return to Japan to practice law. I am very interested in the possibility of an internship position at Hughes Hubbard & Reed.

I received my masters of law degree from the Hitotsubashi University in Tokyo where I concentrated my research in the areas of international corporate law. I most recently worked as an attorney with one of Tokyo's most well-respected law firms, where I conducted extensive research on intellectual property law and developed an expertise in international patent guidelines. I also assisted both U.S. and Japanese clients on patent licensing matters.

At Yale, I have had the opportunity to develop my writing and communication skills, as well as my knowledge of American corporate law. I believe that my knowledge of Japanese law, language, and culture will be of great value to your Asian clients and business interests. I would welcome the opportunity to speak with you further about my credentials and am available for an interview at your convenience.

Sincerely,

*Akisa Nonoyama*

Akisa Nonoyama