

COVER LETTER FORMAT BLOCK STYLE

Your Address
City, State Zip

Do NOT include your name in the header or use your resume header. There is one space between state and zip code. Do not use abbreviations other than "Apt." for "Apartment" or to abbreviate the state. Be consistent regarding whether to abbreviate state here and in the addressee block. Make sure you are consistent with your resume as well.

December 1, 2024

There should be two lines between your address and the date.

Contact Name
Contact Title
Employer Name
Employer Street Address
City, State Zip

There should be four lines between the date and the employer's name.

Never use "To Whom It May Concern." Be sure to use a COLON, not a comma. Do NOT include first name. Do NOT include a suffix.

The text of the letter should be single-spaced. A double space should separate the paragraphs. Do NOT indent paragraphs.

Dear Mr./Ms.(NOT Mrs.)/Judge Last Name:

FIRST PARAGRAPH: State your class year and where you go to law school, and the position for which you are applying. Do not introduce yourself by name. Discuss your interest in or tie to the employer's geographic area and your interest in this particular employer. If applicable, note the person who recommended that you contact the employer.

SECOND PARAGRAPH: Start the paragraph with a strong topic sentence highlighting two or three main attributes or skill sets, and *in the following sentences, cite examples bolstering these points*. Discuss how your qualifications, skills, and experiences fit the needs of the organization. Be specific with your examples – describe what you have done in a previous experience and avoid generalities.

THIRD PARAGRAPH: State your desire for an interview at the employer's convenience, and express appreciation for the employer's consideration. Include your email address and telephone number if they wish to contact you for additional information.

Sincerely,

The closing is positioned two lines below the last line of the body.

Signature

Use "Sincerely" followed by a comma, three lines, and your typed name. Sign your letters by hand or insert a clean cropped electronic version (jpg) of your hand-written signature. Size your jpg to fit within the three lines. Avoid cursive fonts.

Your Name Typed

Enclosure

Simply state "Enclosure" or "Enclosures" two hard lines below the signature line to signify the inclusion of your resume, transcript, writing sample, and/or reference sheet.

Your cover letter should be one page only with margins no smaller than .7" on all sides. Font size should be no smaller than 11 point.