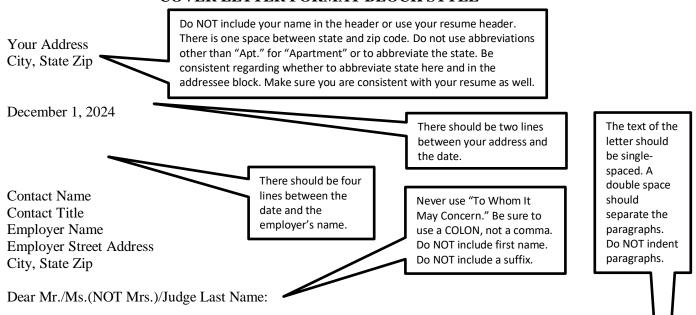
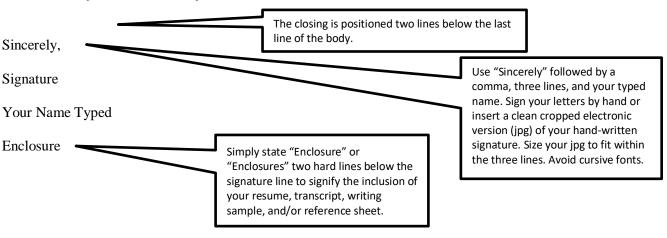
## COVER LETTER FORMAT BLOCK STYLE



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.



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