

COVER LETTER FORMAT BLOCK STYLE

Do NOT include your name in the header.

There are two spaces between state and zip code.

Your Address
City, State, Zip

Date

There should be two hard spaces between your address and the date. Spell out the month (ex: July 21, 2014).

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

Never use "To Whom It May Concern." Be sure to use a COLON, not a comma.

The text of the letter should be single-spaced. A double space should separate the paragraphs.

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

Dear Mr./Ms.(use Ms. for women, unless told otherwise)/Judge, etc. Last Name:

FIRST PARAGRAPH: Introduce yourself by stating where you go to law school; when you plan to graduate (or your year in law school); and the position for which you are applying. Do not introduce yourself by name, however. Discuss interest in or tie to geographic area in which the employer is located and interest in particular employer. If applicable, note the person who recommended that you contact the employer. Mention where you are licensed (if applicable).

SECOND PARAGRAPH: Discuss how your qualifications, skills, and/or experiences fit the needs of the organization. Consider starting 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*. Be specific with your examples – describe specifically what you have done with a particular employer and avoid generalities.

THIRD PARAGRAPH: Mention your desire for an interview and your availability. If you will be in the area where the employer is located during a particular time period, note that you would appreciate the opportunity to meet with the employer at that time. Even if you have not planned a trip, you can mention your willingness to travel to the city for the interview. Indicate that you look forward to speaking with them soon, and express appreciation for the employer's consideration.

Sincerely,

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

Your Signature

Your Name Typed

Enclosure

Use "Sincerely" or "Very truly yours" followed by a comma, four hard returns and your signature line. Sign your letters by hand or insert your electronic signature. Avoid cursive fonts.

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