

## Writing your cover letter:

A typical letter consists of three to four paragraphs no longer than a page structured as follows:

### COREY LOUIS

1600 19<sup>th</sup> Street, N.W., Washington, DC 20009 · 555-555-5555 · clclc@tmail.com

January 22, 2016

Employer X  
Happy Law Firm, LLP  
200 Y Street  
Washington, DC 20009

Re: Associate Position – Real Estate

Dear Ms. X:

**[First paragraph:** Immediately tell the reader who you are and why you are writing. If you have a particular contact, use the individual's name in the first line of the first paragraph. If you may relocate, be sure to mention your tie to the targeted location.]

**[Second paragraph:** Explain your qualification for the position or organization by addressing the skills, experience, and qualities cited in the job posting or revealed by your research. Do not just repeat your resume; use the facts on your resume to craft an argument that demonstrates your strong candidacy. Start with a thesis statement and then provide examples that illustrate your relevant skill set, knowledge, and interest in the organization. Consider previous non-legal and legal experience, course work or hobby and leisure activities that might pertain to the position. If targeting a prospective employer without a specific job posting, research the organization to know what kinds of experience, skills, and other qualifications it would most value.]

**[Optional third paragraph:** While most letters typically include one main paragraph, you may prefer to use two if, for example, you apply for a public interest or government position and want to stress your commitment to the organization's mission. You may also want two paragraphs to highlight a skill set versus direct substantive experience, or to break up different experiences.]

**[Final paragraph:** Summarize your qualifications and interest in the position and explain what action you will take or would like the employer to take. If applying for an out-of-town position and you will visit the area, note your travel dates. Alternatively, state your willingness to make the trip to interview at a mutually convenient time.]

Sincerely,  
Corey Louis