Student Name

Street Address, #1a

New York, NY 10027

email

Date

Emp Loyer, Managing Attorney

The Public Interest Organization

100 Attorney Street

New York, NY 10027

Dear Ms. Loyer:

First paragraph: This states who you are (e.g., “I am a second-year student at Columbia Law School”), what you are looking for (a summer internship/position/fellowship), a brief statement of why you are interested in the position, and your funding status (e.g., “As a recipient of Columbia Summer Funding, I am able to accept an unpaid position”). If you have any connection to the organization (e.g., if you heard someone speak on a panel, or if you have spoken to their former intern) mention it here.

Second paragraph: Explain why you are interested in this type of work and this specific organization. THIS IS THE MOST IMPORTANT PART OF THE LETTER, SO MAKE IT GOOD! Highlight your experience, commitment, and passion. The more you can show that your mission and that of the organization are aligned, the more compelling your narrative will be (this requires some research into the organization’s work). Be sure to include any connections or linkages to your past work and the job for which you are applying.

Third paragraph: Explain any relevant skills you have (a 1L may have less to put here than an

upper-year student or graduate). If there is a job announcement, make sure to specifically address as many of the desired skills and qualifications as possible.

Fourth paragraph: Reiterate your interest. Tell them what materials you have enclosed. Sound appreciative and eager. Thank them for their consideration. If you will be in their location, offer to come in and meet with them.

Sincerely,

Student Name

[You can include your pronouns here as well if you like]