

## Good Cover Letter

### LEGAL HONORS PROGRAM

Director: Administration Management and HR Division  
U.S. Department of Housing and Urban Development  
Office of General Counsel  
451 Seventh Street, SW, Room 10245  
Washington, DC 20410

To Whom It May Concern:

I would like to express my sincere interest in joining the Legal Honors Program at the Department of Housing and Urban Development. I hope my application will convey my personal and professional commitment to increasing access to affordable housing and promoting healthy, safe, and prosperous communities.

**Comment [m1]:** Rather than stating what you "hope the application will convey" go ahead and state your commitment to the mission. It is stronger and more concise.

I feel strongly that my professional and academic experiences uniquely qualify me for the Legal Honors Program. I was initially exposed to the work of HUD as a paralegal for the Alabama Law Center for the Homeless. While representing clients seeking housing, appealing denials, facing eviction, or being relocated due to Hope VI redevelopment, I encountered the community served by public housing authorities. Hoping to have a broader perspective and more systematic impact on this community, I later joined the Alabama Governor's Council on Developmental Disabilities so I could work to increase affordable and accessible housing through state policy. This work introduced me to the power of government agencies particularly the state housing finance agency.

**Comment [m2]:** Avoid using uniquely. Many other students have similar qualifications.

Most recently, I spent the summer with Dewey Cheatum and Howe LLP where I focused on affordable housing and syndication work. Already committed to the cause, Dewey Cheatum gave me the technical skills I desired. I learned to analyze complex federal legislation and navigate intricate state programs. I learned to be a more effective researcher and a more accurate writer. My experience at Dewey Cheatum also exposed me to the developer and investor side of community development.

**Comment [m3]:** The cover letter is currently organized chronologically. Your resume already provides the chronology of your employment. It is more effective to use topic sentences and organize the letter by skills.

Finally, I have chosen courses in law school that will give me a framework for the field of law and policy I would encounter at HUD. Last year, I studied housing and community development policy. This semester, I enrolled in a course on land use law and next semester I will be studying local government law.

**Comment [m4]:** This is a bit too much. Try to demonstrate the commitment rather than proclaiming it.

I would be truly honored to be part of the Legal Honors Program at HUD. I sincerely appreciate your consideration and hope to have the opportunity to speak with you further about my interests and experiences.

Sincerely,

Mia Johnson

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To Whom It May Concern:

I would like to express my sincere interest in joining the Legal Honors Program at the Department of Housing and Urban Development. I am deeply committed to increasing access to affordable housing and promoting healthy, safe, and prosperous communities. I would be honored to pursue this commitment at HUD.

My diverse professional and academic experiences have fueled my interest in housing policy and my determination to join HUD's Legal Honors Program. As a paralegal for the Alabama Law Center for the Homeless, I represented clients seeking public housing, appealing denials, facing eviction, and navigating the Hope VI relocation process. I later joined the Governor's Council on Developmental Disabilities to gain a state policy perspective on the issues HUD works to address. My work at Dewey Cheatum & Howe LLP exposed me to the investor and developer side of housing policy and community development. Finally, while in law school, I have pursued course work in housing and community development policy, land use law, and local government law in order to explore the field of law and policy I would encounter at HUD.

In addition to fostering my passion for housing and community development work, my experiences have given me the legal and policy skills to effectively contribute to the work of HUD. At Dewey Cheatum, I analyzed complex federal legislation and examined intricate state housing programs. As an editor for the Journal of Legislation and Public Policy, I honed my skills as an effective researcher and a competent writer. Through my work on policy matters for the Office of Congressman John Lewis and the Governor's Council on Developmental Disabilities, I have experience drafting legislation, navigating the legislative process, and evaluating proposed legislative reform.

My experiences before and during law school have given me a passion for housing and community development as well as the technical skills to contribute to the important work of HUD. I sincerely appreciate your consideration of my application for the Legal Honors Program. I hope to have the opportunity to speak with you further about my interests and experiences.

Sincerely,

Mia Johnson