

# SAMPLE SUMMER ASSOCIATE COVER LETTERS

**SUSAN STUDENT**

347 W. Fullerton Parkway | Chicago, IL 60616 | [sstudent@luc.edu](mailto:sstudent@luc.edu) | (312) 455-555

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July 3, 2020

Ms. Esther Yang  
Director of Legal Recruitment  
Khan & Taylor  
200 Washington Street  
Chicago, IL 60606

Dear Ms. Yang:

I am a second-year law student at Loyola University Chicago School of Law, and I am writing to apply for a summer associate position with Khan & Taylor. As a Chicago native with a strong interest in advocacy, I am particularly interested in the litigation practice of Khan & Taylor's Chicago office. My strong research skills, communication skills and my collaborative nature make me an ideal candidate for this position.

As my resume illustrates, I have strong research experience. As an extern for United States District Court for the Northern District of Illinois, I researched sovereign immunity and settlement enforcement in due process cases. I also conducted research for Professor Lewis, on the Federal Rules of Civil Procedure. Both positions enhanced my research skills in a practical setting, and required that I produce succinct, thorough research while meeting demanding deadlines. Moreover, I will further hone my research skills as a member of law review and mock trial in the upcoming academic year.

In addition to my research and writing skills, I have strong interpersonal and communication skills and enjoy working collaboratively with others in a stimulating environment. Prior to law school, I worked as a project coordinator for a marketing firm. In this role, I worked closely with a team of professionals to develop individualized marketing and communications plans for a variety of corporate clients. I developed many skills, including the ability to communicate clearly and effectively in a business setting, and experienced first-hand the satisfaction that comes from working diligently with your colleagues toward a common goal. This was particularly evident when we successfully developed and pitched an extensive marketing campaign for a new client on an accelerated schedule.

I welcome the opportunity to discuss my background and skills with you in further detail. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,



Susan Student

**SHANTHA STUDENT**

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January 2, 20XX

Ms. Sara Smith  
Director of Legal Recruiting  
Thomas & Thomas LLP  
34 W Wacker Street  
Chicago, IL 60613

Dear Ms. Smith:

I am a second-year student at Loyola University Chicago School of Law, writing to apply for a 20XX Summer Associate position with Thomas & Thomas LLP. I learned about your firm at a virtual commercial litigation panel last October. I am particularly interested in the firm's litigation practice.

Through my prior experiences, I have developed strong time management, writing, research, and analytical skills, which I am refining at Loyola University Chicago School of Law. This past summer, as a legal intern with the Legal Aid Chicago, I cultivated client communication skills by conducting client intake interviews. At Loyola, I developed legal research and writing skills by participating in Moot Court. I am currently conducting legal research and drafting our team's appellate advocacy brief. Next semester, I will present our arguments orally in our Moot Court competition. Previously, as an intern in the Office of U.S. Senator Joseph Douglas, I balanced extensive research on business and economic affairs with timely responses to a high volume of daily inquiries from constituents. Additionally, my work as a Research Assistant for the Department of Political Science at University of Wisconsin - Madison, and the related research that I completed for my senior thesis, have prepared me for the demands of analyzing evidence in complex litigation matters.

I would appreciate the opportunity to meet with you to discuss my qualifications and interest in the position. Thank you for your time and consideration.

Sincerely,



Shantha Student

## SAMUEL STUDENT

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January 2, 20XX

Ms. Sharyl Smith  
Director of Legal Recruiting  
34 W Wacker Street  
Chicago, IL 60613

Dear Ms. Smith:

I am a second-year student at Loyola University Chicago School of Law and am writing to apply for a 20XX Summer Associate position with Partner & Partner LLP. I am particularly interested in the firm's corporate law practice.

I have acquired research, writing, analytical, and client relationship skills in my prior positions and in my studies at Loyola. Last summer, as a Legal Intern with the New York Legal Assistance Group, I cultivated client communication skills by conducting client intake interviews. At Loyola, I developed legal research and writing skills by participating in Moot Court and I will continue to develop these skills as a Staff Member of Loyola's *International Law Review*. Previously, through my work as a paralegal at Humbug, Fodder & Kant, I gained experience with the demands of a complex litigation practice by analyzing evidence, assembling witness preparation materials, and responding to the needs of trial counsel working on complex securities litigation matters. Since then, by taking Transnational Litigation as my elective this past spring, I have broadened my knowledge of cross-border dispute resolution.

With my background and skills, I am confident that I would make positive contributions to Partner & Partner as a Summer Associate. Thank you for your time and consideration.

Sincerely,



Samuel Student

## SAMUEL STUDENT

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January 2, 20XX

Mr. Michael Smith  
Director of Legal Recruiting  
Marsh, Lowe & Jennings  
34 W Wacker Street  
Chicago, IL 60613

Dear Mr. Smith:

I am second year student at Loyola University Chicago School of Law, and I am writing to apply for a summer associate position at Marsh, Lowe & Jennings for the summer of 20XX. I am particularly interested in your firm because of your highly regarded and diverse corporate law practice. Through my prior work experience, I have developed strong research and writing skills that will enable me to make a positive contribution to your firm.

Last summer, I am worked as a legal intern for the Financial Industry Regulatory Authority (FINRA). In this role, I gained exposure to the rules governing the broker-dealer industry, participated in investigations and enforcement actions against violating firms and brokers, and honed my legal research and writing skills by drafting memoranda analyzing and applying FINRA rules. As a research assistant for Professor Wilson, I had the opportunity to further develop my legal research and writing skills by performing an extensive review and summary of international case law. In addition, through my position as a writing center consultant, I developed strong interpersonal skills, including the ability to tailor presentations and communications to accommodate unique audiences and to collaborate with a diverse group of peers.

My strong work ethic is evidenced by my academic success. I graduated magna cum laude from American University, and my thesis received high honors. I have also excelled in law school receiving a CALI award for the highest grade in Property. I particularly enjoyed my contracts and business law class, and I look forward to taking corporations and commercial law during the upcoming spring semester.

I strongly believe that my enthusiasm, experience, and academic success will be a benefit to your firm and the summer program. Thank you in advance for your consideration.

Sincerely,



Samuel Student