

SECTION III

Resumes & Cover Letters

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The Legal Resume: Format and Examples

There are a number of things to keep in mind when preparing your legal resume. First, a legal resume varies in format and content from other types of resumes; therefore, it is probably necessary to revise your current resume. Potential employers will formulate their first impressions of you while reviewing your resume. Consequently, you want to make sure your resume is a true reflection of your skills, interests, abilities, accomplishments, and even your personality. When employers review resumes, they will usually scan them first, looking quickly for achievements, experience and other highlights. Instead of writing in sentences and paragraphs, use phrases; be concise. Through the judicious use of spacing, highlighting, and underlining you can exercise a great deal of control over the initial thirty-second scan your resume receives by emphasizing those items enhancing your candidacy.

Included in the following pages are: a general resume format; a list of law-related action verbs to draw from when writing job descriptions for the "Experience" section of your resume; "Questions and Answers on Resume Writing"; a number of sample resumes; "Questions and Answers on Cover Letter Writing"; and cover letter samples.

Variations on the standard resume form are encouraged. You may decide to highlight certain information and underplay other details depending on your targeted employer. Notice that, while each sample resume generally conforms to the legal resume format, each is unique.

Before you begin drafting your resume, consider how to best "sell" your experience and credentials, with an eye toward conveying the legal skills that you have already developed. Achievements in school, research and writing, public service, work experience, the arts, sports, or languages are all of great interest to potential employers. Keep in mind that effective resumes must be tailored to the employers receiving them. Thus, throughout your job search, you will likely create more than one version of your resume. The ways in which one may produce a resume are numerous. Legal employers are usually interested in obtaining as much information as quickly as possible. Therefore, a resume that calls attention to keywords by using underlining, uppercase letters or bold face type will appeal to employers.

Employers looking for legal talent expect clarity, neatness and evidence of strong communication skills. If your resume is poorly designed, copied, not printed, difficult to scan, hard to understand or contains a typographical error, you will give the employer reason to assume you may not live up to his/her expectations of you on the job. Remember, your resume is the first "writing sample" an employer will see!

Once you have a solid template, it should be easy to modify your resume on a regular basis. The following three examples follow the same student through law school and highlight the idea that you can build upon your resume every year.

IL RESUME

Jane Q. Smith

123 Main Street

Harrisburg, PA 17110

H (717)123-4567 · C (717)234-5678

EDUCATION

Widener Commonwealth Law School, Harrisburg, PA

Juris Doctor, expected May 2021

GPA: 3.25

Honors: Dean's List, Fall 2018

Activities: Environmental Law Society 2018-2019

Moot Court 2018-2019

Student Bar Association, class representative, 2018-2019

Shippensburg University, Shippensburg, PA

Bachelor of Arts in Political Science, May 2018

GPA: 3.21

Honors: Dean's List, 2015, 2017

Activities: Member of NCAA Division II Track & Field Team, 2015-2018

EXPERIENCE

PA Department of State, Prosecution Division, Harrisburg, PA

Legal Intern, Spring 2019

Drafted pleadings, including orders to show cause, petitions for mental physicals exams, motions to deem facts admitted, and subpoenas; conducted extensive legal research on General Rules of Administrative Procedure for hearings; prepared presentations for state boards of licensing; attended hearings in order to assist attorneys with their cases.

Volvo Group, Connected Services, Shippensburg, PA

Intern, January 2018-July 2018

Supported the Volvo CE NA "Uptime Solution Center", with assisting dealers in providing uptime services, account administration, subscription management, and fleet reporting services. Supported the Reporting and Analytics team with various local and global projects. Provided call center support to the Volvo CE dealers within North America Region.

ACTIVITIES & INTERESTS

Hiked the entire Appalachian Trail over the course of the three summers (2015-2017); self-published science fiction novel; produce and host true crime podcast

2L Resume

Jane Q. Smith

123 Main Street

Harrisburg, PA 17110

H (717)123-4567 · C (717)234-5678

EDUCATION

Widener Commonwealth Law School, Harrisburg, PA

Juris Doctor, expected May 2021

GPA: 3.32; Ranked 4/84

Honors: Dean's List, Fall 2018, Spring 2019, Fall 2019

Activities: *Widener Commonwealth Law Review*, 2019-present

Moot Court Honor Society, 2019-present

Environmental Law Society 2018-present

Student Bar Association, class representative, 1L, 2L

Shippensburg University, Shippensburg, PA

Bachelor of Arts in Political Science, May 2018

GPA: 3.21

Honors: Dean's List, 2015, 2017

Activities: Member of NCAA Division II Track & Field Team, 2015-2018

LEGAL EXPERIENCE

Central Pennsylvania Civil Law Clinic, Harrisburg, PA

Certified Legal Intern, Spring 2020

Experience handling divorce actions, landlord-tenant disputes, and various estate planning matters. Personally responsible for maintaining case files and corresponding with clients. Interviewed clients. Researched, wrote, and filed complaints with the court.

The Governor's Office of General Counsel, PA Commission on Crime and Delinquency, Harrisburg, PA

Legal Extern, Summer 2019

Assist attorneys with preparing legal documents, briefs, pleadings and opinions. Assist with trial preparation. Research, interpret and apply laws, court decisions, and other legal authorities in preparation of briefs, pleadings and indictments.

PA Department of State, Prosecution Division, Harrisburg, PA

Legal Intern, Spring 2019

Drafted pleadings, including orders to show cause, petitions for mental physicals exams, motions to deem facts admitted, and subpoenas; conducted extensive legal research on General Rules of Administrative Procedure for hearings; prepared presentations for state boards of licensing; attended hearings in order to assist attorneys with their cases.

Volvo Group, Connected Services, Shippensburg, PA

Intern, January 2018-July 2018

Supported the Volvo CE NA "Uptime Solution Center", with assisting dealers in providing uptime services, account administration, subscription management, and fleet reporting services.

ACTIVITIES & INTERESTS

Hiked the entire Appalachian Trail over the course of the three summers (2015-2017); self-published science fiction novel; produce and host true crime podcast

3L Resume

Jane Q. Smith

123 Main Street

Harrisburg, PA 17110

H (717)123-4567 · C (717)234-5678

EDUCATION

Widener Commonwealth Law School, Harrisburg, PA

Juris Doctor, expected May 2021

- GPA: 3.41; Ranked 3/82
Honors: Dean's List, Fall 2018, Spring 2019, Fall 2019, Fall 2020
Activities: *Widener Commonwealth Law Review*, 2019-present
Moot Court Honor Society, 2019-present
Environmental Law Society 2018-present
Student Bar Association, *President* 2020-present; *class representative*, 1L, 2L

Shippensburg University, Shippensburg, PA

Bachelor of Arts in Political Science, May 2018

- GPA: 3.21
Honors: Dean's List, 2015, 2017
Activities: Member of NCAA Division II Track & Field Team, 2015-2018

LEGAL EXPERIENCE

Eckert Seamans, Harrisburg, PA

Summer Associate, Summer 2020

- Assisted with researching and drafting briefs on energy litigation matter filed with the United States Courts of Appeals for the Eleventh and Ninth Circuits.
- Researched and wrote memoranda of law for the Sustainable Development team, including an analysis of the National Environment Policy Act (NEPA) and the related Pennsylvania counterpart, and the applicability of this legislation to a major golf course development project.

Central Pennsylvania Civil Law Clinic, Harrisburg, PA

Certified Legal Intern, January - May 2020

- Experience handling divorce actions, landlord-tenant disputes, and various estate planning matters.
- Personally responsible for maintaining case files and corresponding with clients.
- Researched, wrote, and filed complaints with the court.

The Governor's Office of General Counsel, PA Commission on Crime and Delinquency, Harrisburg, PA

Legal Extern, Summer 2019

- Assist attorneys with preparing legal documents, briefs, pleadings and opinions.
- Research, interpret and apply laws, court decisions, and other legal authorities in preparation of briefs, pleadings and indictments; assisted with trial preparation.

PA Department of State, Prosecution Division, Harrisburg, PA

Legal Intern, January 2019-May 2019

- Drafted pleadings, including orders to show cause, petitions for mental physicals exams, motions to deem facts admitted, and subpoenas.
- Conducted extensive legal research on General Rules of Administrative Procedure for hearings.
- Prepared presentations for state boards of licensing and attended hearings in order to assist attorneys with their cases.

QUESTIONS AND ANSWERS ON RESUME WRITING

Below are frequently asked questions to the Career Development staff. The answers should help you in preparing a rough draft of your resume before your appointment. We may then spend our time clarifying wording and format, as well as dealing with concerns unique to your situation.

Keep in mind that the answers in this handout are only suggestions. There are a variety of approaches you may wish to take in creating your resume.

GENERAL

Q: What is the purpose of a resume?

A: A resume serves to introduce you to potential employers in the most favorable light possible, ultimately culminating in interviews. Further, what you include in your resume will influence the interviewer's questions and the tone of the interview in general. You actually exert a significant amount of control over the interview by what you present in your resume.

Q. How do I begin to write a resume?

A. The first thing you do when drafting a resume is to take an inventory of everything you have done. To begin this process you are going to make six (6) different lists with the following headings: education, honors and activities, experience, additional information (or interests).

Under **education**, list all post-secondary education including law school, colleges and universities attended, exchange programs, off-campus study, etc. List degrees, month and year obtained or expected to obtain, names and locations of schools, major and minor, and grade point average.

Honors and activities, should be listed in the education, under the institutions at which you received them. Be certain to include honors that indicate a high level of academic performance, and explain their significance if not readily apparent. Also include any

significant college or professional activities here, and be sure to highlight any leadership roles you may have had.

Under **work experience**, list all jobs held full time, part time, paid or unpaid including externships. List the months and years you worked, position, name and location of employer, and your duties and responsibilities. You may also choose to create a separate legal experience section in order to distinguish your legal positions from your non-legal positions.

Under **activities**, list all extra- and co-curricular activities, i.e., organized groups, teams, clubs, community involvements in which you participated in both undergraduate school and in law school.

Under **academics**, list scholarships received, class rank, special recognition and academic achievements.

Under **interests**, list hobbies, travel experiences and special talents.

Under **miscellaneous**, list everything you left out thus far. This list may contain computer languages and software, foreign languages, etc.

DO NOT LIMIT YOURSELF AT THIS POINT; LIST EVERYTHING, EVEN IF IT SEEMS TRIVIAL.

- Q. Now that I have all this information, what do I do with it?
- A. Once you have made your lists, the editing process begins. Ask yourself the following questions for each item listed: Do I feel a sense of pride or accomplishment? Does it relate to what a prospective employer might be looking for? What aspects of my education, experience or skills will be most attractive to an employer? For example, working at Hershey Park as a ride attendant for three years may seem trivial to you, but being a conscientious worker and having the ability to deal with the public during this job may be pertinent information. Which things on my list show different aspects of my personality?
- Q. What do I do once I have identified the most pertinent information?

- A. Organize your information. Review the sample resumes in this packet. Prepare a draft copy of your resume and make an appointment with the Career Development Office to have it reviewed. Once the CDO has offered suggestions, prepare a final product.

EXTRACURRICULAR ACTIVITIES

Q: Should I include my memberships in student organizations and participation in activities? How should I include them?

A: In general, well-rounded individuals impress legal employers, so it is recommended that you list your activities on your resume. The next question is, “What are the most important items to put on the resume?” Ask yourself which facts are most important to you, as well as what you are trying to accomplish. If you are trying to emphasize your writing ability or experience, you may include writing for the Widener Law Review or your participation in a writing competition. For future litigators, it may be important to stress excellence in advocacy skills and training. Consider adding participation in trial competitions or memberships in Moot Court and/or Moe Levine. If you are editor-in-chief of the Widener Law Review, you may want a separate heading for that item.

PRE-LEGAL EDUCATION/EMPLOYMENT

Q: How much information about pre-legal education should I include? Should I mention high school?

A: As with all sections of your resume, emphasize your highest levels of achievement. For example, mention serious academic honors and achievements, as well as positions of leadership in organizations. The inclusion of social/recreational activities will help present you as well rounded. Regarding high school: this information is rarely included unless a specific reason exists for doing so, e.g., you attended a small select prep school or a school that you believe will be of special significance to the employer.

Q: What if I have little or no legal background or experience?

A: Probably at least one of your jobs, if not all, facilitated the development of skills and abilities which are used by a lawyer. For example, if you have sales experience or have

otherwise dealt directly with people, you have probably developed excellent oral communication skills. Additionally, your participation in undergraduate activities and organizations may provide employers insight into your organizational and leadership skills. Other transferable skills include research and writing, analytical skills, problem solving, supervisory skills, ability to handle large workloads, negotiation skills, and ability to work independently.

Your career goals will influence the manner in which you present your experience. If you have experience in a field in which you wish to continue, it makes sense to include that experience. If your goal is to work for a law firm, emphasize your legal or law-related experience, such as law clerk. Remember to use law-related action words such as "drafted," "interviewed," "argued," etc., to assist you in describing your skills in a legally relevant manner. NOTE: It is recommended that you do not include personal pronouns on your resume.

Q: What if I have substantial professional experience that is not law-related?

A: You will want to find a balance whereby you emphasize the fact that you are a person with extensive professional experience, but without over-emphasizing your particular field. You want to demonstrate that your orientation is now toward a law career, and that skills developed through previous work experience are transferable. An appointment with a Career Counselor will help you determine whether this is an appropriate option.

Q: What if I have held a variety of jobs that were not on the same professional level to which I now aspire?

A: You may include a short paragraph summarizing such experiences, e.g., "Held various hospitality industry positions providing the opportunity to build communication/public relations skills." If you worked in order to help finance your education, you may include this information, e.g., "Worked summers throughout college as (include title, separated by commas) contributing substantially to college tuition." See Resume Sample p. 14.

Q: What if I have little or no work background?

A: In this case, emphasize positions of responsibility, activities, honors and grades in college and law school, as well as community interests and volunteer activities.

PERSONAL/INTERESTS

Q: Should I include personal data such as birth date, marital status, and health?

A: The appropriate emphasis in a resume is on professional qualifications. Personal data is not included.

Q: What if I took several years off to raise my children? How should this be reflected on my resume?

A: If your gap in time is more than 6 months, it should be addressed in your resume. Create an "Other Experience" section towards the end of your resume. Briefly state that you were involved with significant volunteer and/or leadership positions (i.e. PTA Treasurer, School Fund Raiser- raised amount in # of years). These are significant achievements and denote skills that are transferable to the legal industry.

Q: Should I list interests on a resume?

A: This is an optional section on a resume, which is seen with increasing frequency. The advantage is that by including interests, you make it known you are a well-rounded person, and you create a safe topic of conversation which can serve as an icebreaker for the interviewer.

Q: How should I handle affiliations, which may point out a political, religious, or other orientation different from a potential employer?

A: In order to strike a balance between being practical and being true to yourself, you must decide how important to your identity that affiliation is, and whether or not you can work comfortably with an employer with a different viewpoint. For example, if the affiliation is crucial to your identity, but you could work with an employer with a divergent

viewpoint, you may want to de-emphasize the affiliation or leave it out. If you could not work with such an employer, it may be more important that your resume make your affiliation clear to potential employers.

REFERENCES

Q: What about references?

A: Ideally, references should be respected individuals in the legal field who are able to speak to your legal abilities. Include references as a separate document to your resume, listing each reference's name, title, work address, and work phone. If the relationship is not apparent, you might also consider including a brief line describing that person's relationship to you, e.g.: supervising attorney at Smith, Jones, and Wilson. You should confirm this information with your references; advise them as to when you will begin your job search, and follow-up with a courtesy copy of your resume for each reference.

BAR EXAMINATIONS/ADMISSIONS

Q. How should I reflect that I sat for a Bar Exam on my resume?

A: One example would be to include a separate section as your first entry on your resume entitled: BAR EXAMINATION(S) and then list "Commonwealth of Pennsylvania" July 2011, results pending.

Q: As a graduate, how should I word my bar admission(s)?

A: There are several ways to present your bar admission(s). One alternative is to include separate header entitled "BAR ADMISSIONS" and then list "Supreme Court of Pennsylvania November 2018; Supreme Court of New Jersey, December, 2018; U.S. District Court E.D. Pa., November, 2018. See Resume Sample, p. 23. Another alternative is to center your bar admission across the page and state "Admitted to Supreme Court of Pennsylvania November, 2018:" or "Admitted to Practice Commonwealth of Pennsylvania November, 2018." In any event, your bar admission(s) should appear at the top of your resume.

MISCELLANEOUS

Q: May I get further assistance with my resume?

A: Yes. After reading the information in this packet you may still want suggestions about specific concerns. Please make an appointment with the Career Development Office counselors to review your resume draft and discuss your career options.

The following is a checklist to aid in resume preparation.

- ✓ Hold your resume at arm's length to see how it looks
- ✓ Evaluate the content of your resume
- ✓ Make important information easy to find
- ✓ Use action verbs to describe work responsibilities
- ✓ Use the correct tense (past/present) of action verbs
- ✓ Review resume for correct capitalization, punctuation and dates
- ✓ Review for typographical, grammatical and spelling errors
- ✓ Review resume for consistency in date format usage
- ✓ Make your name stand out by utilizing bold text, underlining or capital letters
- ✓ List your current address, email address and telephone number
- ✓ Match your resume content to the employer and the position sought
- ✓ Include only accurate information
- ✓ Eliminate excessive type/font styles, sizes, lines or boxes creating a "busy" look
- ✓ Avoid excessive blank space on your resume
- ✓ Avoid excessive repetition of words or phrases including articles like "a," "an" and "the"

QUESTIONS AND ANSWERS ON COVER LETTER WRITING

- Q. What information should I include in a cover letter?
- A. A cover letter should highlight your skills and qualifications as they relate to your targeted employer. This differs from the resume, which highlights your achievements and accomplishments. Your cover letter should not repeat verbatim the information contained in your resume, but instead, demonstrate how your skills can meet the employer's needs. The employer perceives the cover letter as a writing sample and/or work product; therefore, it should be treated as such by you. **NOTE:** A common pitfall in writing a cover letter is the over-use of personal pronouns to begin sentences and paragraphs. Always review your cover letter to determine if editing is necessary.
- Q. What is the appropriate length of a cover letter?
- A. The cover letter should be written in a strong, concise, but brief manner. It is strongly recommended that a cover letter be no more than one page in length.
- Q. May I use the same cover letter for each employer?
- A. In today's competitive job market, every effort should be made to strengthen your candidacy. Individuality and creativity will pique the interest of the reader while the mass mailing of form cover letters is ineffective and wasteful and easily recognized by the employer. It conveys a lack of research and, therefore, knowledge about the employer, as well as a lack of commitment to wanting to work for that employer. Conducting research on employers before preparing your cover letter enables you to personalize or target cover letters to individual employers.
- Q. How should I address my cover letter?
- A. It is best to address your cover letter to the firm's designated contact person. If this information is not available, it is suggested you phone the firm to acquire the name of the contact person. If you cannot determine who the individual contact person is, use the title of the firm's contact person, e.g., "Recruitment Coordinator," "Hiring Partner," etc. **AVOID** the use of "Dear Sir" or "Dear Madam" or "To Whom It May Concern" as salutations.

- Q. What does an employer look for when reading a cover letter?
- A. You should answer the reader's questions, "Why is this candidate interested in my firm/organization?" "What can this candidate do for me (my organization)?" Tell the employer specifically why you want to work for them and also convey to the employer your relevant experience and abilities as well as concrete evidence that you possess those skills necessary to perform the job. Remember that your cover letter is, in a very real sense, a schematic of yourself. It reflects your personality, your attention to detail, your communication skills, your enthusiasm, and your intellect. Your cover letter and resume are usually all an employer has to decide whether or not you will reach the next phase in the application process -- the interview. These documents are the first Writing Samples an employer reads, as such, they should be concisely written and free of any typographical or grammatical errors.
- Q. How should I address a request for salary requirements in a job ad?
- A. Often it is difficult to determine what a specific position will pay. Although you may be interested, there is a concern that your salary requirements may be too high or too low for consideration for the position. The best way to handle this request is to state a salary range that is typical for the position, e.g., I am currently interviewing for positions in the low to mid sixties. The Career Development Office has salary surveys available to help you determine what the market will bear for the position you seek in your geographic region.

CAUTION: All documents should be spell checked/proofread for errors before sending/ mailing to employers.

Business & Law-Related Action Verbs

accepted	conducted	financed	predicted
accomplished	constructed	focused	prepared
achieved	consulted	formulated	presented
acquired	contracted	fulfilled	prevailed
acquitted	convinced	gathered	produced
adapted	convicted	generated	processed
added	coordinated	governed	proofed
addressed	corrected	guided	prosecuted
administered	corresponded	handled	protected
admitted	counseled	highlighted	provided
advised	created	identified	publicized
advocated	critiqued	implemented	pursued
afforded	cross-examined	improved	questioned
aided	debated	increased	recommended
allocated	defended	informed	reconciled
amended	defined	initiated	recorded
analyzed	delivered	innovated	rectified
answered	demonstrated	inquired	redirected
appeared	deposed	instituted	reduced
applied	described	instructed	referred
appointed	designed	interpreted	reported
approved	determined	interrogated	represented
arbitrated	deterred	interviewed	researched
argued	developed	introduced	resolved
arranged	devised	investigated	responded
articulated	devoted	launched	revealed
assembled	directed	litigated	reviewed
assessed	disseminated	maintained	revised
assisted	distributed	managed	ruled
attained	documented	maximized	scheduled
attended	drafted	mediated	selected
authored	edited	mobilized	served
balanced	effected	modified	settled
billed	elucidated	monitored	solved
briefed	enforced	named	specialized
budgeted	engaged	negotiated	sponsored
catalogued	engineered	observed	strategized
chaired	entered	obtained	strengthened
challenged	established	operated	studied
changed	evaluated	orchestrated	submitted
classified	executed	organized	subpoenaed
collected	exercised	oriented	suggested
combined	explained	originated	summarized
communicated	explored	oversaw	supervised
compared	exposed	participated	supported
competed	facilitated	persuaded	surveyed
compiled	familiarized	pinpointed	targeted
concluded	filed	planned	taught

SAMPLE RESUMES

1L Resume

NAME

Address

Phone · Email

EDUCATION

Widener University Commonwealth School of Law, Harrisburg, Pennsylvania

Juris Doctor expected, May 2020

GPA: 3.013 (Top 20 percent = 3.013)

Honors: Certificate of Achievement, Torts

Activities: Environmental Law and Policy Society, *Treasurer*
Pace University Environmental Law Competition, *Semi-Finalist*

Lehigh University, Bethlehem, Pennsylvania

Bachelor of Science in Economics, *cum laude*, May 20--

Honors: Central Dauphin Education Association Scholarship

Activities: Chi Omega Sorority, *Intramural Sports Coordinator*

Study Abroad: University of Cologne (2 semesters), Cologne, West Germany

LEGAL EXPERIENCE

Jones & Powell, Harrisburg, Pennsylvania

Law Clerk, Summers 2015 & 2016

Conducted legal research primarily in the area of insurance defense claims arising out of medical malpractice suits; drafted briefs, memoranda and pleadings; summarized depositions; assisted attorney in trial preparation; observed appellate arguments.

The Hon. Donald E. Wieand, Superior Court of Pennsylvania, Allentown, Pennsylvania

Judicial Clerk, Summer 2014

Analyzed cases, which were submitted to and/or argued before the Superior Court; researched case and statutory law; drafted opinions and bench memoranda; assisted with court week duties.

OTHER EXPERIENCE

Lambert Industries, Philadelphia, Pennsylvania

Account Executive, June 2013 - May 2014

Assessed customer requirements; generated corporate accounts in excess of \$2 million; procured government business; negotiated pricing structure for purchasing contracts; and reviewed and evaluated new product implementation procedures.

COMMUNITY SERVICE

Lehigh University Alumni Club - Big Brother/Big Sister Program

Board of Directors, 2012-present

2L Resume – Extended Division

MARILYN R. SPENCER

mrspencer@anywhere.com

20 Spring Drive
Harrisburg, PA 17111
(717) 541-0000

EDUCATION

Widener University Commonwealth Law School, Harrisburg, Pennsylvania

Juris Doctor, expected May 2020

Extended Division

GPA: 3.013 (Top 20 percent = 3.013)
Honor: Certificate of Achievement: Torts
Leadership: Treasurer, Environmental Law and Policy Society
Competition: Pace University Environmental Law Writing Competition - semi-finalist

Lehigh University, Bethlehem, Pennsylvania

B.S., *cum laude*, May 2016

Major: Economics
Minor: Business Administration
Honor : Central Dauphin Education Association Scholarship
Activity: Chi Omega Sorority, Intramural Sports Coordinator
Study Abroad: University of Cologne (2 semesters), Cologne, West Germany

LEGAL EXPERIENCE

Jones & Powell

May 2015 – Spring 2016

Harrisburg, Pennsylvania

Law Clerk. Conduct legal research primarily in the area of insurance defense claims arising out of medical malpractice suits; draft briefs, memoranda and pleadings; summarize depositions; assist attorney in trial preparation; and observe appellate arguments.

The Honorable Donald E. Wieand

Summer 2014

Superior Court of Pennsylvania

Allentown, Pennsylvania

Judicial Clerk. Analyzed cases, which were submitted to and/or argued before the Superior Court; researched case and statutory law; drafted opinions and bench memoranda and assisted with court week duties.

EMPLOYMENT

Lambert Industries

June 2013 - May 2014

Philadelphia, Pennsylvania

Account Executive. Assessed customer requirements; generated corporate accounts in excess of \$2 million; procured government business; negotiated pricing structure for purchasing contracts; and reviewed and evaluated new product implementation procedures.

COMMUNITY INVOLVEMENT

Lehigh University Alumni Club - Board of Directors, Big Brother/Big Sister Program - 3 year volunteer

2L Resume – Regular Division

JANE D. DEMURRER

2030 Anywhere Road
Somewhere, Pennsylvania 19380
Home (215) 123-4567 · jddemur2030@hotmail.com

EDUCATION

Widener University Commonwealth Law School, Harrisburg, Pennsylvania
Juris Doctor, expected May 2019

Rank: 10/209
Law Review: *The Delaware Journal of Corporate Law*, Staff
Honors: Widener Scholar; Dean's Honors List (two semesters);
Phi Delta Phi, Harrington Inns of Court
Memberships: American Bankruptcy Institute, *Student Membership*
Research: Directed Research Topic, Law and Economics Analysis of Delaware Corporate Law.

Saint Joseph's University, Philadelphia, Pennsylvania
Bachelor of Arts in History, May 2016

GPA: 3.46
Honors: *Phi Alpha Theta*, National History Honor Society
Pi Gamma Nu, Social Science Honor Society
Dean's List (all semesters)

LEGAL EXPERIENCE

United States Bankruptcy Court, E.D. of Pennsylvania, Reading, Pennsylvania
Law Clerk, Summer 2013

Researched legal issues related to the United States Bankruptcy Code; drafted judicial opinions; and observed Chapter 11 and Chapter 7 hearings and pre-hearing judicial conferences.

OTHER EXPERIENCE

Macys, Inc., Philadelphia, Pennsylvania
Assistant Manager, Summers 2010, 2011 & 2012

Supervised and trained staff of 14 employees. Handled all opening and closing procedures, sales meetings and incentive program, bank deposits, receipts and computer level inventory control.

*Held various positions throughout college to help finance undergraduate education.

2L Resume – Regular Division

NAME
Address
Phone · Email

EDUCATION

Widener University Commonwealth School of Law, Harrisburg, Pennsylvania

Juris Doctor expected, May 2019

Honors: Certificate of Achievement - Property I

High Grades: Torts I (A); Property I (A+); Legal Methods (A-)

Member: Pennsylvania Bar Association, Student Division
Association of Family and Conciliation Courts

The Pennsylvania State University, University Park, Pennsylvania

Bachelor of Science in Internal Family Studies, May 2016

GPA: 3.1/4.0

Honor: University Scholarship - Freshman Year

LEGAL EXPERIENCE

Dauphin County Court of Common Pleas, Harrisburg, Pennsylvania

Judicial Clerk Intern, Summer 2017

Assisted Judge's law clerk in reviewing briefs, petitions and orders; researched criminal law and procedural issues; assisted in trial preparation and trial conferences; and drafted opinions.

York County Legal Services, Reeceville, Pennsylvania

Legal Assistant, August 2015 to May 2016

Assist attorneys representing indigent clients in matters of general practice including divorce, child custody, personal injury and landlord/tenant law.

OTHER EXPERIENCE

Dick's Sporting Goods, Christiana, Delaware

Sales Associate, May 2012 to July 2015

Assisted customers in selection of merchandise; operated cash register; opened and closed department.

The Pennsylvania State University, University Park, Pennsylvania

Dormitory Resident Assistant, September 2014 - May 2015

Served as a counselor for 75 coed students in a university residential hall. Coordinated dormitory activities; acted as student liaison in dealing with university administration; and performed various counseling functions.

ACTIVITIES & INTERESTS

Proficient in Spanish

York County Division III, *Little League Coach*, 2012-2014

Division of Youth and Family Services Big Brother Program, *Volunteer*, 2012-2015

**3L Resume – Regular Division
Two-Page Resume**

CHRISTOPHER P. ALLEN

2500 East West Street
Philadelphia, Pennsylvania 19999
home (215) 555-5555
work (215) 666-6666
name@aol.com

EDUCATION

Widener University Commonwealth School of Law, Harrisburg, Pennsylvania

Juris Doctor, expected May 20—

Evening Division

Honors: Certificate of Achievement, Civil Procedure

Membership: Philadelphia Bar Association, Student Division

School of Business Administration, Chester, Pennsylvania

Master of Business Administration, expected May 20--

Honors: Dean's List (2 semesters)

Temple University, Philadelphia Pennsylvania

Bachelor of Business Administration in Accounting, *summa cum laude*, May 20--

G.P.A.: 3.8/4.0

Honors: Dean's List (all semesters)

PROFESSIONAL EXPERIENCE

Philadelphia Platforms, Inc., Philadelphia, Pennsylvania

Controller, March 20-- - August, 20--

Supervise financial management of corporation. Plan and implement budgets and cash flow analysis. Prepare payroll and all corporate tax returns. Oversee computer and manual operations including internal auditing

Senior Staff Accountant, November 20-- - February 20--

Prepared tax returns for individuals, corporations and partnerships; provided compilation and review services; represented clients at tax audits and arranged deferred payment agreements with various governmental agencies.

Junior Staff Accountant, November 20-- – October 20--

Worked with senior staff accountants to assist with preparation of tax returns; attended client tax audits with senior staff; assisted with other general administrative tasks.

Awards – Won “*Work Achievement Award*” as Junior and Senior Staff Accountant positions.

McTavish and Company, Philadelphia, Pennsylvania

Junior Accountant, July 20-- - November 20--

Maintained cost accounting and inventory records and assisted in preparation of monthly financial reports to management.

Safety Insurance Co., Philadelphia, Pennsylvania

Claims Service Representative, May 20-- - June 20--

Received and reviewed property and casualty claim reports; recorded statements from involved parties and witnesses and participated in other investigative and claim settlement procedures; revised claims procedure manual and successfully negotiated 50 claims resulting in 20% cost savings for company.

COMMUNITY SERVICE

Habitat for Humanity, *Community Volunteer*, 20-- – present

Red Cross Blood Drive, *Representative*, 20-- – 20—

PROFESSIONAL CERTIFICATION

Certified Public Accountant, 20--

INTERESTS

Classical music, piano, world history, certified NASCAR Mechanic

3L/4L Resume

Joseph Davis

2525 North Main Street
North Ashcroft, New Jersey 19999
(215) 222-2222
joe_d@rex.com

EDUCATION

Widener University Commonwealth Law School, Harrisburg, PA

Juris Doctor, expected May 20--

GPA: 3.21
Honors: Moe Levine Trial Advocacy Honor Society, *Executive Board Member*
Oral Advocacy: Hugh B. Pearce Trial Advocacy Competition, *Semi-finalist*
Argued State's case-in-chief in matter involving collection of fire insurance policy
Law Review: **The Widener Law Review**, *Case note Writer*
Memberships: Association of Trial Lawyers of America
New Jersey Bar Association, Student Membership
American Criminal Justice Association, Student Membership

Villanova University, Villanova, PA

Bachelor of Arts in Political Science, May 20--

Minor: Criminal Justice
Honors: Pi Sigma Alpha, Political Science Honor Society
Dean's List – 3 semesters

LEGAL EXPERIENCE

Smith, Jones & Brown, Cherry Hill, Pennsylvania

Law Clerk, Summer 20—

- Drafted discovery requests and responses in personal injury cases
- Performed investigative services necessary for preparation of cases including witness interviews, document searches, and filing of pleadings in state and federal courts.

Court of Common Pleas, Pretrial Services, Philadelphia, Pennsylvania

Bail Interviewer, Summer 20--

- Interviewed defendants prior to preliminary arraignment and assimilated information on prior record, current charges, and court appearance history to determine risk of flight
- Provided conclusions as to appropriate bail amounts and recommendations to the Presiding Municipal Court Judge for purposes of lodging bench warrants

INTERESTS

Golf, Music, U.S. History

3L/4L Resume w/References

Lawrence L. Marks

121 Progress Street
Harrisburg, PA 19999
(717) 555-5555
e-mail: name@widener.edu

EDUCATION

Widener University Commonwealth Law School, Harrisburg, PA
Juris Doctor, expected May 20--

GPA: 3.069
Class Rank: Top 25%
Honors: Law Review, **Widener Law Journal**
Publication: Marks, Lawrence L., *The Fourth Amendment in the New Millennium*, 8 Widener L. J. 212 (2011)
Activities: Widener New Horizons Club, Vice President
Pennsylvania Bar Association, Student Division

St. Joseph's University, Philadelphia, PA
Bachelor of Arts in English, May 20—

GPA: 3.5
Honors: Dean's List (7 of 8 semesters)
Activity: Varsity Soccer Team

LEGAL EXPERIENCE

Pennsylvania Civil Clinic August 20-- - Present
Widener University School of Law

Certified Legal Intern. Conduct legal research; draft pleadings, memoranda and briefs; interview clients; negotiate agreements; and represent clients at mediation as well as court hearings pursuant to Pennsylvania Supreme Court Rules 321 and 322.

Smith, Jones & Brown, Harrisburg, PA Summer 20--

Law Clerk. Conducted legal research, prepared motions, and drafted memoranda on a variety of topics relating to corporate law and assisted in trial preparation.

INTERESTS

Golf, Music, U.S. History

Lawrence L. Marks
121 Progress Street
Harrisburg, PA 19999
(717) 555-5555
e-mail: llmarks@law.widener.edu

REFERENCES

Professor Thomas Torts
Widener University Commonwealth Law School
3800 Vartan Way
Harrisburg, Pennsylvania 17110-09450
(717) 541-3900
(Torts Professor)

John D. Smith, Esquire
Smith, Jones & Brown
277 Somewhere Street
Harrisburg, Pennsylvania 19999
(717) 999-9999
(Supervising Attorney at Smith, Jones & Brown)

Professor Frances Finance
Widener University Commonwealth Law School
3800 Vartan Way
Harrisburg, Pennsylvania 17110-9450
(717) 541-3900
(Business Organizations Professor)

3L/4L Resume Evening Division

Patricia Patent

123 Main Street
Anywhere, Delaware 12345
(302) 555-1234
patsypat@gravitas.net

EDUCATION

Widener University Commonwealth Law School, Harrisburg, PA
Juris Doctor, expected May 20—
Extended Division

Rank: Top 30%
Honors: Certificate of Achievement, Legal Methods II
Certificate of Achievement, Patent Law
High Grades: Legal Methods II (A-)
Patent Law (A+)
Copyright Law (A)

University of Pennsylvania, Philadelphia, PA
Bachelor of Science in Chemical Engineering, *summa cum laude*, May 20--

G.P.A.: 3.82/4.0
Honors: Dean's List (all semesters)
Activities: President, Engineering Society
Dormitory Resident Advisor
Chair, Special Olympics Committee (Fall 1998)

PROFESSIONAL EXPERIENCE

United States Patent and Trademark Office, Washington, D.C.
Patent Examiner, June 20—20--

Determine the patentability of inventions submitted by engineers, inventors and scientists to the U.S. Patent and Trademark Office. Analyze the subject matter of the application for a patent, as well as the prior art to the field. Grant or reject the claims of the application. Possess area of specialization in chemical engineering. Gained knowledge of the patent laws, rules of practice, using the Manual of Patent Examining Practice and Procedure.

PROFESSIONAL LICENSURE

United States Patent and Trademark Office
March 20--

INTERESTS

Renaissance Art, Antiques, Gardening, Hot Air Ballooning

Recent Graduate

Name

Address - Home Phone · Mobile · email

Education

School, City, State

Juris Doctor, cum laude, May 20—

GPA: 3.38/4.0

Honors: Lincoln Scholar; Dean's List, Spring 20--, Fall 20--, Spring 20—

Activities: Journal of the Business Law Society, Managing Editor, Fall 20-- – Spring 20--, Section Editor, Fall 20-- – Summer 20--; Student Alumni Association, Treasurer, Spring 20-- – Spring 20--; Jessup Moot Court Competition, Fall 20--; Frederick Green Moot Court Competition, Fall 20--; ABA Client Counseling Competition, Spring 20--; ABA Mock Negotiation Competition, Fall 20--

School, City, State

Bachelor of Science in Business Administration, May 20--

GPA: 3.27/4.0

Activities: Delta Phi Fraternity, Tau Chapter: President, House Manager, Recruitment Chair, Most Valuable Brother Award Winner (Twice); Society of Automotive Engineers, Treasurer

Experience

FIRM LLP, City, State

Associate, Corporate, Securities & Finance Group, March 20-- – Present

Reviewed and drafted professional service contracts. Drafted loan and entity organization documents. Participated in due diligence for private company stock sale (e.g. prepared schedules to the stock purchase agreement, organized documents, and responded to supplemental requests.)

XX Company, City, State

Vice President, Board of Directors, 20-- - 20--

Evaluated and administered all important policy and fiscal matters through board meetings and budget approvals. Interviewed and hired top production and sales managers for all divisions of company. Oversaw initial planning, financing, design, and construction of a new facility.

XState House of Representatives, House Republican Staff, City, State

Legislative Staff Intern, Spring 20--

Performed research tasks, prepared memoranda and observed committee hearings.

Firm, P.A., City, State

Intern, Summer 20--

Researched probate and Medicaid issues, and suggested possible courses of action based upon research findings.

Bar Admission

State, November 20--

SAMPLE COVER LETTERS

Below is a **standard cover letter format** for reference when creating cover letters.

Mailing Address
City, State and Zip Code
Telephone Number
E-mail Address

Contact's Name, Job Title
Firm/Organization Name
Mailing Address

Today's Date

Dear Mr. (or Ms.) Last Name:

The first paragraph should answer the questions: Why do you want to work for this employer and what intrigued you about the potential position? Start the letter with an attention getter: a statement that establishes a connection with your reader, research conducted, or person who referred you. State something unique about the firm or organization and why it is of specific interest to you. Briefly state what job you are applying for and briefly who you are (1L, 2L, 3L, licensed attorney, etc...).

The second paragraph should flow from your first paragraph and discuss why you are specifically interested in this employer. If you are applying to a position in a different geographical area, be sure to state why you are considering a move to that area.

The third paragraph should consist of relevant points about the firm's/organization's needs and your education and work qualifications and how you can add value. Reference your enclosed resume here (i.e. As my enclosed resume provides, ...). This is where you need to sell yourself! Relate your skills and qualifications, whether direct or transferable, to the needs of the employer by stating relevant experience, achievements and how it benefits the employer. You should support all statements of your abilities with specific examples of your achievements or job tasks that relate to your abilities. (i.e. "I have excellent organizational skills and in my current position created a new database for client files"....) **Do not summarize your resume.** Keep in mind that the focus of this paragraph should be what you can do for them, not what they can do for you!

The closing paragraph should pave your way to an interview. Restate your interest in the position and your desire for an interview. Thank the reader for his/her time and consideration. Restate your phone # and email address for their convenience.

Sincerely,

Your Name (typed)

Enclosure(s)

1L Cover Letter – Law Firm

300 Jay Way, Apartment 208
Lancaster, PA 17601

December 1, 2017

Ms. E. Joy Bryan
Legal Recruiting Coordinator
Smith & Jones, P.A.
P.O. Box 123
Lancaster, PA 17601

Dear Ms. Bryan:

As a first-year student at Widener University Commonwealth School of Law with life-long ties to Lancaster. I am writing to ask that you consider my candidacy for a Summer Associate position at Smith & Jones for the summer of 2018.

As a Lancaster, Pennsylvania native, I was familiar with Smith & Jones's excellent reputation long before I entered law school. I also had the pleasure of hearing partner and Widener Commonwealth Law alumnus Mary Smith speak on her litigation practice at an event at the Dauphin County Bar Association. It was especially interesting to learn about the firm's recent involvement in antitrust litigation involving the financial industry. Given my longstanding interest in dispute resolution and positive experiences in both finance and trial advocacy, I am drawn to Smith & Jones' highly regarded Litigation Practice Group.

My education and work-related experiences have given me a number of skills that would help me contribute to Smith & Jones' tradition of excellence. My undergraduate degree in English has helped me identify, analyze and write about complex legal issues, skills which I further refined while drafting trial and appellate level documents alongside attorneys at the Dauphin County Attorney General's Office this past year. Additionally, my experiences in management on behalf of several non-profit and for-profit entities—including successfully promoting sales to new customers and serving as a representative to existing patrons in the U.S. and around the world—have enhanced my ability to effectively relate to, communicate with, and meet the needs of a diverse clientele.

I would greatly appreciate the opportunity to meet with you to introduce myself more fully and discuss the possibility of working at Smith & Jones next summer. I have enclosed a resume for your review; please let me know if you would like me to provide you with any additional materials. Thank you in advance for your consideration.

Sincerely,

Kim Kennedy

Enclosure

1L Cover Letter – Public Sector

John Smith, Esq.
Pennsylvania Public Utility Commission
1400 Strawberry Square
Harrisburg, PA 17120

January 1, 2018

Dear Mr. Smith:

I am a first year student at Widener University Commonwealth School of Law, and Professor Franklin suggested I reach out to you regarding your office's summer intern opportunity. I am interested in state/local government law as well as environmental law, which is why I believe I will be a good fit at the Public Utility Commission. I want to work at the intersection of government and the energy industry and I hope to serve at the PUC.

Prior to law school I received my BA in English with a minor in Print Media Studies. In my first year at Widener Commonwealth Law School I excelled in my legal methods courses. I have attached as my writing sample my judicial opinion from first semester, and I just recently finished an appellate brief and oral argument for this semester. I pride myself on being a quick, concise, and thoughtful writer.

As an assistant store manager at Target, I developed many skills which will be useful in the legal world. I am used to a high-pressure work environment and know how to balance a multitude of deadlines and tasks. I also developed excellent communication and problem-solving skills through my experiences in customer service and leadership within the store. These skills will transfer to my work in the legal field and as an intern at the Public Utility Commission.

Thank you for your consideration. If you have any questions or wish to schedule an interview, I can be reached on my cellphone (717) 777-4567 or my email mjjordan@widener.edu. I have attached my resume, references, unofficial transcript, and a writing sample for your review.

Regards,

Michael J. Jordan

2L Cover Letter - Firm

Kaneesha C. Washington

451 South Cherry Avenue
Holland Point, PA 17101
(717) 555-7621
kaneeshdub@centric.com

Lawrence H. Schwartz, Esquire
Schwartz and Associates
The Riddick Building, Suite 86015
2400 John F. Kennedy Parkway
Philadelphia, PA 19103

(Insert date here)

Dear Mr. Schwartz:

I am currently a second year law student at Widener University Commonwealth Law School and would like to be considered for your summer clerkship position as advertised through my Career Development Office. I am very interested in joining a firm that specializes in representing plaintiffs in products liability and medical malpractice matters, and have been impressed with your firm's success in these types of matters.

As my attached resume demonstrates, my background includes a variety of experience that is relevant to your litigation practice. Last summer, I worked with the Bureau of Consumer Protection at the Pennsylvania Office of the Attorney General. That position allowed me to perform a variety of tasks including conducting legal research, writing memoranda of law, counseling consumers on products liability issues and negotiating settlements with business owners. In addition, my work as an Emergency Medical Technician (EMT) for the past six (6) years has taught me how to balance my priorities and provided me with valuable people skills which I developed further while working for the Attorney General. My EMT experience also exposed me to legal issues related to healthcare, including medical malpractice.

I am confident that my work with the Attorney General has prepared me to contribute to your products liability practice, while my EMT experience will serve you well in the analysis of medical malpractice matters. I look forward to meeting with you to discuss my qualifications. I can be reached at (717) 555-6721 or via email at kaneeshdub@centric.com. Thank you for your consideration.

Sincerely,

Kaneesha C. Washington

Attachment

3L Cover Letter - Firm

Jane R. Green
114 Silverside Road
Harrisburg, PA 19802
(717) 454-2252
jrg@yahoo.com

Jonathan F. Gold, Esquire
Senior Partner
Silver, Gold & Platinum LLC
416 Legal Way, Suite 411
Georgetown, PA 17202

(Insert date here)

Dear Mr. Gold:

I met your colleague, Janice Emerald, at a Pennsylvania Bar Association function, and she recommended I contact you immediately regarding an open associate attorney position with your firm. After reviewing your website, I was excited to read about your successful Criminal Defense practice. I have a strong interest in criminal defense work and have discussed my relevant experience below. I am currently a third year student at Widener University Commonwealth Law School and am on schedule to graduate this May.

As my attached resume indicates, I have had two valuable internships as a Widener Law student. After my first year, I was selected to work as a summer intern with the Pennsylvania Attorney General's Office. This experience allowed me to participate in each aspect of the criminal justice system and also provided me with practical experience drafting legal orders and memoranda. During my second summer, I interned with the United States Army's Judge Advocate General Corps. While there, I assisted in Courts-Martial and drafted briefs on behalf of the United States of America. My exposure to the prosecution of criminal cases for the State of Pennsylvania and The United States Army has provided me with a valuable and strategic perspective on criminal defense work, which will be of benefit to you in your practice.

I look forward to meeting with you to discuss my qualifications in further detail. I can be reached at (717) 454-2252 or via email at jrg@yahoo.com. Thank you for your consideration of my resume.

Very truly yours,

Jane R. Green

Attachment

JUDICIAL CLERKSHIP SAMPLE (with prior clerkship experience)

John C. Law

2117 North Widener Avenue
New Castle, PA 08797
(610) 555-1212
jclaw@woofboom.net

The Honorable Richard A. Bean
Pennsylvania Court of Common Pleas
400 Swede Street, P.O. Box 311
Norristown, PA 19404-0311

(Insert date here)

Dear Judge Bean:

During this past school year, I had the honor of working as an extern with your colleague Judge LeRoy Mervin. Since he has retired from the bench, Judge Mervin suggested I contact you to express my interest in applying for a judicial clerkship with you during the 20---20-- term. I am currently a fourth year evening division student at Widener University Commonwealth Law School. In addition, I am a native of Norristown and intend to return to practice law upon graduation.

My experience with Judge Mervin exposed me to the challenges and rewards offered while working as judicial clerk. I carried out a wide variety of tasks for the Judge, such as performing legal research, drafting opinions, assisting during voir dire and providing support at settlement conferences. These experiences would allow me to make an immediate positive contribution to your chambers. In addition, my academic achievements support my ability to positively contribute to your work. For example, I obtained a Certificate of Achievement in Legal Methods II signifying the highest grade in the class. I also performed well above the class average in my Pennsylvania Civil Practice class and the Intensive Trial Advocacy Program.

I look forward to utilizing both my skills and academic and work experience as outlined above and in my attached resume. I would be honored to meet with you to discuss the contributions I might make to your chambers and can be reached at your convenience at (610) 555-1212 or via email at jclaw@woofboom.net.

Thank you for considering my application.

Respectfully,

John C. Law

Attachment

JUDICIAL CLERKSHIP SAMPLE (NO PRIOR CLERKSHIP EXPERIENCE)

Jane C. Law

2117 North Widener Avenue
New Wilmington, PA 08797
(610) 555-1212
jclaw@woofboom.net

The Honorable Helen T. Thomas
Pennsylvania Court of Common Pleas
400 Swede Street, P.O. Box 311
Norristown, PA 19404-0311

(Insert date here)

Dear Judge Thomas:

I am writing to you to express my interest in clerking for your chambers post-graduation from law school. I am currently a fourth year evening division student at Widener University Commonwealth Law School. I am originally from Norristown and intend to return to the area after law school.

As my attached resume details, I have served as an intern with two law firms in Montgomery County, Pennsylvania. At both of these firms, I conducted legal research and drafted memoranda, briefs and motions. In addition, my academic achievements support my ability to positively contribute to your work. For example, I obtained a Certificate of Achievement in Legal Methods II signifying the highest grade in the class. I also performed above average in my Pennsylvania Civil Practice class and the Intensive Trial Advocacy Program. I am confident that my research and writing experience as well as my exposure to Pennsylvania procedural rules will allow me to make an immediate positive contribution to your chambers.

I look forward to applying both my legal experience and skills outlined above and in my attached resume. I would be honored to meet with you to discuss my qualifications in further detail. I can be reached at your convenience at (610) 555-1212 or via email at jclaw@mail.widener.net.

Thank you for considering my application.

Respectfully,

Jane C. Law

Attachment

3L Cover Letter – ENVIRONMENTAL LAW

Joan E. Barnes
1101 North Oak Road
Castle Park, NJ 08062
(876) 555-9263
jebscuba@sailnet.net

Carol E. Gowling, Esquire
Executive Director
Friends of Coral Reefs
4450 Massachusetts Avenue, NW, Suite 200
Washington, D.C. 20034

(Insert date here)

Dear Ms. Gowling:

I am writing to express my interest in a summer intern position with Friends of the Reefs. I am currently a third year Evening Division student at Widener University Commonwealth Law School in Harrisburg, Pennsylvania. I am highly motivated to do everything I can to help stop the devastation of the world's reef systems. In examining your website, I was impressed by the variety of activities your organization undertakes to educate lawmakers and the public regarding the dangers faced by the reef ecosystem

As demonstrated in my enclosed resume, I have been successful in law school. I rank in the top third of my class and performed well in a variety of classes. I received an "A" in my Civil Procedure and Environmental Law classes and will be taking the Intensive Trial Advocacy Program (ITAP) at the end of this school year. Currently, I work as a volunteer at the Environmental and Natural Resources Law Clinic (Clinic) where I have performed legal research and drafted the federal preclusion section of the Clinic's recent *amicus* brief to the United States Supreme Court filed in opposition to proposed state regulations permitting commercial development of Delaware wetlands. While attending law school, I work full-time as a litigation support paralegal with Krump & Stone, LLC, located in Wilmington, Delaware.

For the last eighteen years, I have enjoyed scuba diving on various reefs in the Caribbean, including the fantastic Belize Barrier Reef. I have seen with my own eyes the deterioration of coral structures during that period. Global warming, pollution, careless anchoring practices and mindless harvesting of coral have all contributed to the crisis that reefs face worldwide. I am confident that my academic and work experiences would allow me to positively contribute to the Friends of Reefs mission to protect coral structures located outside the National Park system.

I would welcome the opportunity to meet with you in Washington, D.C. to further explore how I might assist you with your important work. Please contact me at your convenience at (876) 555-9263 or via email at jebscuba@sailnet.net.

Thank you for your consideration.

Very truly yours,

Joan E. Barnes

Attachment

OUT OF TOWN JOB SEARCH

Your Name
Contact Info

Contact person
Firm name
Address

Date

Dear :

I am presently attending Widener University Commonwealth Law School and will receive a Juris Doctor degree in May, 20___. I am interested in applying to (Name of firm) for an associate position following the completion of my studies in May. After reviewing your website, I was pleased to learn that your firm specializes in (areas of law). In addition, I am quite familiar with and fond of (City name) as (state your connection to the area) and hope to relocate to there upon graduation.

My academic achievements and legal experience with (name of organization) have provided me with a strong substantive background in (relevant areas of law). Throughout law school, I held a variety of positions which allowed me to develop my interpersonal and advocacy skills. Additionally, I have gained hands-on experience drafting motions and legal memoranda, which has enabled me to attain practical legal skills which would be of value to your firm.

I have enclosed a resume and writing sample for your consideration. I would be pleased to speak with you about the needs of your firm during the coming year. I will be in (geographic area) (state dates) and would appreciate meeting with you during that period. I can be reached at (phone) or (email). Thank you very much for your consideration and I look forward to hearing from you.

Very truly yours,

Name

Attachment

ALUMNI COVER LETTER

Matthew K. Mulligan, Esquire

66 Walker Way
Camden, New Jersey 08911
856.219.2626
mkm@yahoo.com

Joseph Marks, Esquire
Franks, McGillicutty and Shaloub, LLP
1500 Mellon Bank Center
1735 Market Street
Philadelphia PA 19103-7595

October 21, 20--

Dear Mr. Marks:

Franks, McGillicutty and Shaloub, LLP is an outstanding organization as evidenced by its excellent reputation in the legal community. After reviewing your website I was excited to learn about your corporate litigation, tax and real estate practices. I have experience in these practice areas and would like to be considered for an associate position with your firm. I am a licensed Pennsylvania and New Jersey attorney and a Certified Public Accountant. I also reside in the Philadelphia area.

As my enclosed resume provides, my professional experience in tax, corporate governance, and real estate finance has enabled me to gain the skills necessary to add immediate value to your corporate practice. During my current employment at Wesson & Barretta, I work on corporate litigation as well as commercial and residential real estate matters. While employed at Guberoff Consultants in Philadelphia, I directed international audit projects and managed a portion of the Sarbanes-Oxley implementation project. I have also worked in public accounting with a concentration in tax matters. I am confident that my legal and professional experience will be an asset to your practice.

I welcome the opportunity to personally interview with you at your convenience. Please feel free to contact me by email at mkm@yahoo.com or telephone 856-219-2626 at any time. Thank you for your consideration.

Very truly yours,

Matthew K. Mulligan, Esquire

Enclosure