

COVER LETTER TEMPLATE
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Samuel J. Smith

123 Rolling Meadow Way | Washington, DC 12345 | Cell # | email address

January X, 2009

Mr. X
Title
Company
123 Smith Avenue
Washington, DC 12345

Dear Mr. X:

I am writing to apply for the [Assistant Director of Y] position at Z. Over the last [six years] I have worked as an attorney [on C issues] and am confident that my skills and experience will allow me to make an immediate contribution to your office. I have attached my resume for your review.

I have extensive experience [*litigating contract disputes and consumer class action lawsuits as well as in labor and employment matters*]. I have represented a range of corporate clients [*against claims of discrimination and vicarious liability*], and have drafted [*numerous X agreements and y handbooks, etc.*].

I am extremely interested in the work of the [Z] and [*list skills listed in posting and why attracted specifically to this position—not just wanting to get away from something, but why this position in particular?*] I have very much enjoyed my work [*as it relates to this position*], and believe I have the [*name specific relevant skills*] to [*do y*], as well as the [*organizational and leadership skills to manage/supervise/represent, etc.*].

[*If relevant, include outside work or experience that shows what you can do, such as:*]

In addition to my work as an associate, I [*serve on the board of directors for a local non-profit organization dedicated to professional education*]. Over the last several years, I have [*describe whatever done*]. In this capacity, I typically [*work on my own with very little supervision and am solely responsible for setting and meeting deadlines.*]

I am a member of [*my firm's Z*], where I [*elaborate a little more here—what tools did you use? Does the posting ask for this type of experience? If so, match the wording.*]

I would greatly appreciate an opportunity to meet with you to learn more about the position and how I can help the [*name of organization*] advance its mission. Thank you very much in advance for your consideration.

Sincerely,

/s/

Samuel J. Smith

Attachment