

# FIRST & LAST NAME

Email address@whatever.com • Mailing Address, City, VA 12345 • (555) 555-5555

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Month 5, 2019

Name of Contact for Position  
Name of Agency/Chambers or Office  
Mailing Address  
City, State 123456

Re: Title of Position Sought

Dear Mr./Ms. Contact Name:

I am writing to apply for the position of \_\_\_\_ . [Here, I would identify myself through my current position or academic institution. I would then say how I learned about the position. Without sounding too over-the-top, I would discuss my desire to dedicate myself to whatever the type of work is. Further, I would include information in this paragraph summarizing why I want to work for this office, why I want this position in particular, and why I am the right person for the job; i.e., how I can benefit the office.]

[In this paragraph, I would focus on my personal background and relevant experience (something more than what is on your resume). For example, you should highlight the actual work you did and the transferable skills you gained in that experience. Also, it would be a good idea to offer some characterization of the results attained through the action. I know that seems abstract, so here's an example of what I mean: "In undergrad, I successfully planned and executed a charity drive through which I raised \$5,000.00, the most money earned by any single charity event in my graduating class"—"or the most successful event of any student group on campus in 2016"—something like that—the point is to characterize the result as better than just successful (but to do so in quantifiable terms).]

[Here, I would make specific connections between the transferable skills I have acquired through my experience and education and the duties of the position for which I am applying. When possible, regurgitate the exact buzz words used in the advertisement or job description. This information shows that you know what the job requires (or that you have at least researched it) and highlights why you are qualified for the position. ]

[In your closing paragraph, you want to do two things: (1) thank the employer for considering your application; (2) request an interview (offer it at the convenience of the employer)(or, if you are going to be in the area where the office is located on a particular day or week, say so). I usually keep this short and direct: "I would appreciate the opportunity to further discuss my qualifications during an interview at your convenience. Thanks for your consideration."]

[Respectfully or Sincerely],  
FIRST & LAST NAME