

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Hiring Partner or Recruiting Manager Name]
[Law Firm Name]
[Firm Address]
[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name],

I am a [1L/2L] student at [Law School Name], and I am writing to express my strong interest in a Summer Associate position with [Law Firm Name] for the summer of [Year]. Having followed the firm's recent work in [Practice Area, e.g., Intellectual Property or Litigation], I am impressed by your reputation for [specific firm strength or recent case].

Currently, I am ranked in the top [Percentage]% of my class and serve as a staff member on the [Law Review/Journal Name]. Through my coursework and previous experience at [Previous Legal Internship or Job], I have developed rigorous legal research and writing skills. I am particularly drawn to [Law Firm Name] because of your commitment to [mention a specific firm initiative, pro bono work, or office culture].

I am eager to bring my dedication and analytical skills to your team. My resume and a brief writing sample are attached for your review. I would welcome the opportunity to discuss how my background aligns with the needs of your firm during a formal interview.

Thank you for your time and consideration.

Sincerely,

[Your Name]