

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

[Date]

[Hiring Partner or Recruiting Manager Name]
[Law Firm Name]
[Firm Address]

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

I am writing to express my strong interest in the [Year] Summer Associate position at [Law Firm Name] for the [City] office. As a [Year, e.g., 2L] student at [Law School Name], I have followed your firm's work in [Practice Area, e.g., Mergers & Acquisitions] and am eager to contribute to your team.

My academic background and practical experiences have prepared me for the rigors of a summer clerkship. At [Law School Name], I have focused my studies on [Relevant Subjects], maintaining a [GPA/Rank, optional]. As a member of the [Law Review/Moot Court/Clinic], I have honed my legal research and writing skills, specifically in [Mention a specific skill or project].

Last summer, I interned at [Previous Organization], where I [Briefly describe a key achievement or responsibility]. This experience solidified my interest in [Specific Practice Area] and taught me how to handle complex legal tasks under tight deadlines. I am particularly drawn to [Law Firm Name] because of its [Specific reason: e.g., reputation for mentorship, recent involvement in X case, or commitment to pro bono work].

I am confident that my dedication, analytical skills, and professional demeanor make me an excellent candidate for your summer program. I have attached my resume, transcript, and a writing sample for your review.

Thank you for your time and consideration. I look forward to the possibility of discussing my qualifications with you during an interview.

Sincerely,

[Your Name]