














THE LEGAL COVER LETTER

Cover letters are specific marketing tools used to approach prospective employers. A well-written, solid cover letter is one that conveys information that is not readily apparent from your resume and that illustrates your understanding of the way in which your skills relate to a particular employer's practice. For a succinct cover letter that helps you put your "best foot forward", keep the following tips in mind:









Do:

-  Write about your skills
-  Refer to your experiences
-  Mention the name of any contact that referred you to the employer
-  Create connections between your skills and the employer's needs
-  Be brief
-  Start out by explaining exactly why you are writing
-  Communicate a plan for follow up
-  Refer to specifics about the firm to which you're applying that you learned from your research

Don't:

-  Write only about what you would get out of the opportunity
-  Write a synopsis of your resume
-  Use generic salutations or leave the employer guessing as to how you fit into their hiring needs
-  Try to tell an employer the whole story in one page
-  Close with "You can reach me at (phone number) should you wish to arrange an interview"

A cover letter is:

-  A marketing tool which generalizes your skills for the employer
-  An inquiry about an opportunity you want to pursue
-  An explanation of why you are uniquely qualified to fill a position
-  A route by which to make a first impression
-  A demonstration of your general writing skill
-  A revelation of what you know about the employer
-  A prelude and link to your resume
-  **A reflection of your professionalism!**