

# Legal Internship Cover Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Job Title]

[Law Firm/Organization Name]

[Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to express my strong interest in the Legal Internship position at [Law Firm/Organization Name], as advertised on [Source of Advertisement]. As a highly motivated and detail-oriented law student, I am eager to contribute my academic knowledge and passion for the legal field to your esteemed firm.

Currently pursuing my [Year] at [Your University], I have consistently excelled in my coursework, earning a strong academic record. My coursework in [Relevant Courses] has equipped me with a solid foundation in [Legal Skills/Knowledge], and I am excited about the opportunity to apply this knowledge in a real-world legal setting.

In addition to my academic achievements, I have gained practical experience through my involvement in [Legal Clinic/Student Organization], where I [Describe Your Responsibilities and Achievements]. These experiences have honed my research, writing, and communication skills, while also enhancing my ability to work collaboratively within a team.

Furthermore, my previous internship at [Previous Internship/Organization Name] allowed me to

further develop my legal research and writing skills while assisting attorneys in [Describe Specific Tasks/Projects]. This experience provided me with valuable insights into legal practice and reinforced my commitment to pursuing a career in [Practice Area or Legal Focus].

What particularly appeals to me about [Law Firm/Organization Name] is your reputation for [Highlight Firm's Strengths, Cases, or Areas of Focus]. I am impressed by your dedication to [Specific Aspect of Legal Practice] and your commitment to [Ethical Values/Community Involvement/Pro Bono Work].

I am excited about the prospect of contributing to your team and furthering my legal education under the guidance of experienced professionals. Enclosed is my resume, which provides additional details about my academic achievements, work experiences, and relevant skills.

Thank you for considering my application. I would welcome the opportunity to discuss how my background and enthusiasm align with the goals of [Law Firm/Organization Name]. Please feel free to contact me at [Phone Number] or [Email Address] to schedule an interview or to discuss any further information you may need.

Sincerely,

[Your Full Name]

Enclosure: Resume

[Optional: References – If you choose to include references, provide their contact information here]