

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

[Date]

[Hiring Manager Name/Recruiting Coordinator]  
[Law Firm or Organization Name]  
[Office Address]  
[City, State, Zip Code]

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

I am a [Year, e.g., 1L or 2L] student at [Law School Name] writing to express my strong interest in the [Season/Year] Legal Internship program at [Organization Name]. Having followed [Organization Name]'s work in [Specific Practice Area], I am eager to contribute to your team while further developing my legal research and writing skills.

During my studies, I have focused on [Specific Relevant Coursework, e.g., Civil Procedure or Constitutional Law]. My academic background is complemented by [Mention a previous internship, clinic, or relevant work experience]. Specifically, while at [Previous Experience], I gained proficiency in [Skill, e.g., drafting memoranda, conducting Westlaw research, or bluebooking], which I am prepared to apply toward [Organization Name]'s current litigation and client matters.

I am particularly drawn to [Organization Name] because of your reputation for [Specific Project, Case, or Value]. I am confident that my attention to detail and commitment to [Specific Legal Field] make me a strong fit for your summer associate class.

Thank you for your time and consideration. I have attached my resume, transcript, and a writing sample for your review. I look forward to the possibility of discussing how my background aligns with the needs of your firm.

Sincerely,

[Your Signature]  
[Your Printed Name]