

Cowboy Joe

111 Cottage Street, Apt. 2A, Laramie, WY 82070 307.766.1245 cjoe3@uwyo.edu

December 15, 2018

Deborah Davis, Managing Partner
Job & Employed, PC
46 East 4th Street, Suite 1301
Cheyenne, WY 82001

Dear Ms. Davis:

INTRO PARAGRAPH:

1: Who are you (yr in school)? Where are you from (school)? What is the position you are seeking?

2: Why this job/firm/location? Something specific that draws you into this position.

Options: Name drop here (if applicable), note specific case litigated, connection to the region

3: What do you bring to the table? *Think, what is the **thesis** of my skill set that they would like to know; you are going to expand on this as the document continues.*

BODY (1-2 PARAGRAPHS): *Note: These paragraphs may interchange with each other, consider best flow*

➤ **WHAT SKILLS DO YOU BRING? (shoot for 3) Use specific examples in past work history**

Sample Skills to Practice Areas:

○ **Litigation:** Public speaking, multitasking, prioritization, deadline awareness, resolve

○ **Transactional:** Detail oriented, focused, technical analysis

○ **Public Interest:** Community engagement, driven by internal factors, passion

○ **Non-Law:** Sound judgement, ability to read people/situations, work ethic, integrity, community ties

4: No. 1 best skill and strongest experience that qualifies you for this position, **BE SPECIFIC.**

5: Second best skill/experience that shows either (or both), experience in the legal area, or a transferrable skill that sells your quality

6: Final skill; Pair with specific job and task. **Overall Focus: WHY DO THEY CARE?!** How will you save them time/money/energy?

➤ **SPECIFICS TO THIS JOB/WHAT DO YOU WANT OUT OF THIS POSITION**

7: Discuss experience in substantive area of the law (if applicable)

8: What's your hope/objective/desire out of the position? Skill development, exposure to practice area, or network into region.

9: Something specific to the firm/internship/area; For example: Prior interns comments regarding diversity of practice, they judged at a competition, talked to a partner at an event, opportunity for mentorship.

CONCLUSION:

10: Restate interest in the position and overall thesis of what you bring the team/firm/organization

11: Willingness to address any questions, invite an interview

12: Thank them for consideration/time/review

Sincerely,

Actual image of signed name – **IDEA:** Sign your name on blank sheet of paper, scan/upload and create image you can import into all cover letters into the signature block.

Cowboy Joe

COVER LETTER – WRITING PROMPT

UW College of Law, Office of Career & Professional Development

OVERALL CONSIDERATIONS:

- Pick **3 skills from your bullets points on the resume** and expand on them in the CL to better connect to your other materials
- **Overlay a narrative of past/present/future to impose structure to the dialogue**
 - o **Past:** Skills you bring, paired with specific employment tasks/duties
 - o **Present:** Where you are now, how those skills have formed who you are
 - o **Future:** What you bring the employer, how they will benefit from your experience/skill set AND what you hope to gain from the position looking forward (substantive legal exposure, mentorship, concrete legal skills)