

[Thank you note – Initial Interview at Firm (where you met with one person)]

200 Escondido Road
Stanford, CA 94305
650-555-1212
lstanford@stanford.edu
February 10, 20XX

Jane Doe, Esq.
Doe & Smith
100 Market Street
Washington, D.C. 20004

Dear Ms. Doe:

Thank you for an enjoyable and informative interview on Monday, February 10. I greatly appreciated the opportunity to meet with you and to learn more about Doe & Smith's summer associate program. I was particularly impressed by firm's commitment to training associates and providing opportunities for more substantive work early on in each attorney's career.

As I mentioned, I'm primarily interested in the firm's business practice, though I would also like to have some exposure to litigation this summer as well. I could tell by the way you spoke about your work that the firm is a dynamic environment in which to practice and I would welcome the opportunity to intern with you.

If you require any additional materials or further information, please feel free to contact me. Thank you again for your time and consideration. I look forward to hearing from you.

Sincerely,

Leland Stanford

Thank you note – Callback Interview at Firm]

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Jane Doe, Esq.
Doe & Smith
100 Market Street
Washington, D.C. 20004

Dear Ms. Doe:

Thank you for the opportunity to interview at Doe & Smith. I enjoyed meeting you and the other attorneys at your firm, and was most impressed with your practice.

I particularly enjoyed our conversation about the structured training program you provide your summer law clerks, and Doe & Smith's commitment to providing its summer associates with exposure to each of the firm's practice areas. I believe that the research and writing skills I have developed in law school and through my work at Paine Webber would be further strengthened by the opportunity to work with such a diverse group of attorneys in quite varied departments. I remain very interested in a summer associate position with your firm, and would be happy to provide you with a writing sample, additional references or any other information you may require.

Again, thank you for meeting with me. Please also extend my gratitude to your colleagues, John Smith, Peter Piper, and Nancy Drew for taking time from their busy schedules to meet with me, and to Alice Walker for arranging my interviews. I look forward to hearing from you soon.

Sincerely,

Leland Stanford

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Jane Doe, Esq.
Doe & Smith
100 Market Street
Washington, D.C. 20004

Dear Ms. Doe:

I would like to thank you for meeting with me this past Tuesday. My visit to your firm confirmed my strong interest in Doe & Smith. I enjoyed speaking with you about the firm's real estate practice, particularly our discussion about mixed income housing development.

My interviews with you and the other members of the firm were very informative. I am impressed by the challenging and high-level work that you do in all departments and the collegial environment you've established. I would welcome the opportunity to work with such a great team and am confident that I can make a valuable contribution to the firm given the combination of my business and legal studies, as well as my prior work experience in the high-tech industry.

It was a pleasure meeting with you. Please let me know if I can provide you or other members of the Hiring Committee with any additional information. I look forward to hearing from you soon.

Sincerely,

Leland Stanford

[Thank you note via e-mail to all attorneys]

Dear Ms. Doe, Mr. Smith, Ms. Drew & Mr. Piper:

I would like to thank you all for taking the time to interview me last Friday. I especially appreciated your willingness to arrange my visit during our school's vacation week.

My time at Doe & Smith confirmed my initial impression of the firm as one which provides its attorneys with a challenging work environment and an opportunity to work on a variety of interesting and diverse matters. I am enthusiastic about returning to Washington, D.C. after graduation and about the possibility of joining your firm this summer. I am confident that I can offer the firm the necessary skills to succeed as a new associate.

Please let me know if you would like any additional information. Again, thank you for your time and I look forward to hearing from you soon.

Sincerely,

Leland Stanford