

SAMPLE COVER LETTER

SAMANTHA PIERCE

14 Brattle Street
Cambridge, MA 02138
(617) 495-3108
spierce@jd13.law.harvard.edu

December 1, 2010

Miriam A. Nunberg
Staff Attorney
U.S. Department of Education, Office for Civil Rights
32 Old Slip, 26th Fl.
New York, NY 10005-2500

Dear Ms. Nunberg:

I am a first-year student at Harvard Law School and am writing to apply for a volunteer summer internship with the Department of Education's Office for Civil Rights in New York City. I learned about your organization through Harvard Law School's public service database and through Harvard students who have interned at branches of the OCR in other cities. Interning at the OCR would allow me to continue my commitment to civil rights in education, and I feel confident that I could contribute substantively to the work of your office while strengthening the skills I'll need for a career in education law.

As a senior at Cornell University, I wrote an honors thesis on the politics of bilingual education in California and New York, focusing on strategies for protecting minority students' language rights. Because my career goal is to work on language issues, and discrimination generally, in American education, I wrote my master's thesis on language policy in Spanish schools in order to gain knowledge of how other countries handle these complex issues.

This semester, I've gotten involved with Harvard Law School's Advocates for Education, as well as the Child and Youth Advocates, organizations which have exposed me to the work lawyers can do to promote education rights. Additionally, joining the *Latino Law Review* has kept me updated on the issues facing minority students. My work with the Harvard Defenders has begun to give me experience in public interest litigation, and working at the OCR would allow me to gain experience advocating for the specific client populations I hope to assist in my career.

Because of my familiarity with language issues and New York's bilingual education policies, as well as my fluency in Spanish, I would be very happy to work on cases dealing with language or national origin discrimination, but I'd also be delighted at the opportunity to work in any of the areas on which your office focuses, including LGBT and disability rights.

I have enclosed a resume highlighting my education and work experience. I hope to have the opportunity to interview with you about a summer position, and I will call your office in a few weeks to see if I may schedule a time to speak with you. Thank you in advance for your time and consideration.

Sincerely,

Samantha Pierce

Evan Pouliot
11 Sacramento Street, Apt. 2
Cambridge, MA 02138

5 January 2011

Hyeon-Ju Rho
Country Director, China Program, American Bar Association Rule of Law Initiative
Oriental Kenzo (Dongfang Yinzuo)
No. 48 Dongzhimenwai Dajie
Dongcheng District
Beijing 100027 P.R. China

Dear Ms. Rho:

I am a first year Harvard Law School student and am writing to apply for a summer internship with the American Bar Association Rule of Law Initiative's China Program. I first learned about ABA ROLI from Hakim Lakhdar, Program Manager of Harvard's Program on the Legal Profession and former ABA ROLI staff in Kyrgyzstan and Central Asia. I was especially excited to learn of the China Program because of my longstanding interest in working to promote good governance and the rule of law in China.

After working in China each summer during college, in 2008 I began a 15-month internship with the International Justice Mission (IJM) in Bangalore, India. IJM focuses specifically on promoting rule of law and improving public justice systems through local, individual human rights casework in the countries where it operates. As legal assistant, I helped our office's four staff lawyers coordinate with the local government and judiciary to release bonded-debt laborers and prosecute their oppressors. In this role I researched and drafted memos, reports and pleadings; managed case data and documents; and collaborated with business and legal experts to create a training booklet for orienting police in major Indian cities to law enforcement core competencies and specific bonded labor and IP issues.

I left IJM excited about strengthening public justice systems in developing countries, and more hopeful than ever to do so in China. A specific desire to strengthen enforcement of Chinese labor law brought me to law school with the ultimate career goal of promoting healthy, safe and respectful work environments in China. Toward that end, editing an article on rule of law and the World Bank for the upcoming issue of Harvard's *International Law Journal* bolstered my enthusiasm and valuably exposed me to a wide variety of resources on rule of law efforts and theory. I believe my eagerness to learn about and promote rule of law coupled with my relevant past experience, familiarity with China, diligent work ethic and flexible attitude would make me an excellent summer intern for the ABA ROLI China Program. I would tremendously value the opportunity to work for highly motivated Chinese and American legal experts, network with Chinese lawyers and judges and gain practical skills specifically relevant to my long-term interest in improving public justice in China.

Enclosed please find a detailed resume highlighting my relevant experience. I would appreciate the opportunity to further discuss summer opportunities with the China Program and can be reached at epouliot@jd13.law.harvard.edu or 617-495-3108. Thank you in advance for your consideration.

Sincerely,
Evan Pouliot

SAMPLE COVER LETTER

HLS Residential Mail Center
1563 Massachusetts Avenue
Cambridge, Massachusetts 02138

December 1, 2010

William R. Toliver, Esq.
Assistant U.S. Attorney, Northern District of Georgia
Suite 600, Richard Russell Building
75 Spring Street, S.W.
Atlanta, Georgia 30303

Dear Mr. Toliver:

I am a first-year law student at Harvard Law School and am writing to apply for a volunteer summer internship at your office. I was excited to learn about the opportunity to work at the U.S. Attorney's Office from Harvard's Office of Public Interest Advising. Having grown up in Duluth, I would like to return to the Atlanta area this summer, and hope to find an internship that will allow me to further explore my interest in criminal prosecution.

After founding Springfield High's Mock Trial team, I competed on and eventually led New York University's Mock Trial team to victory in the 2007 National Tournament. While my Mock Trial experience taught me to argue both sides of a case, my favorite role was always as a prosecutor. In addition to oral advocacy, I received an early start to developing solid legal research and writing skills by working for several years at a private practice in Alpharetta, where my responsibilities included drafting documents ranging from financial affidavits to motions for summary and default judgments.

This past summer, I conducted research as a legal intern in the litigation department at Sullivan & Cromwell, where I also assisted the lead counsel in a pro bono death penalty case. In another pro bono endeavor, I put my oral advocacy skills to use for a victim of domestic violence, obtaining an order of protection for her against her abusive husband. This semester at Harvard, I have continued to hone my multilingual and writing skills by joining the *International Law Journal*.

My previous legal experience, oral advocacy training, and strong academic background will enable me to make a valuable contribution to the U.S. Attorney's Office for the Northern District of Georgia. I have attached a resume and legal writing sample, and I would be happy to forward my first semester transcript once it is available in February. This summer, I will be available to work from May 23, 2011 to August 12, 2011. Please feel free to contact me by phone at (617) 495-3108 or by email at ewu@jd13.law.harvard.edu. Thank you in advance for your consideration, and I look forward to hearing from you soon.

Sincerely,

Erika Wu

SAMPLE COVER LETTER

10 Hastings Hall
Cambridge, MA 02138

January 3, 2006

Ken Johnson, Esq.
Executive Director
Bay Area Advocates
10 Union Street
San Francisco, CA 94115

Dear Mr. Johnson:

I am a first-year law student at Harvard Law School and I am writing to apply for a volunteer internship in your office this coming summer. I was excited to learn about Bay Area Advocates from Mary Sinclair, a staff attorney in your office who spoke at a Legal Practice Settings panel at Harvard Law School last month. Having grown up in San Francisco, I would like to return for the summer and hope to find an internship where I can continue my commitment to civil rights work.

During the summer after my junior year at Duke, I volunteered at Ackerman & Alter, a small civil rights law firm that specializes in employment discrimination. My case research explored the civil rights of gay people who were denied jobs for which they were fully qualified and women who received less pay than men who worked in similar positions. I learned a great deal in a relatively short amount of time about legal research and writing about civil rights litigation. It was this fulfilling experience that prompted me to go to law school, where I could pursue civil rights work more directly.

During my first semester at Harvard, I have continued to concentrate on civil rights issues by volunteering with the Boston chapter of the American Civil Liberties Union. I have assisted our lawyers on issues ranging from death penalty policies to fair housing legislation. My desire to become a civil rights advocate has only increased as a result. I thoroughly believe that my background, as well my familiarity with the San Francisco area and its political landscape, would enable me to make significant contributions to Bay Area Advocates.

Enclosed is a detailed resume that highlights my experience and education. I would appreciate the opportunity to meet with you to discuss summer employment and can be reached at (617) 495-8856. I will call your office next week about the possibility of arranging an interview while I am in San Francisco the week of January 22. Thank you in advance for your time.

Sincerely,

Douglas D. Conti

SAMPLE COVER LETTER

123 Highland Ave, Apartment 1
Somerville, MA 02143

January 22, 2011

[Contact Name Here]
Senior Attorney
Women's Legal Centre
7th Floor Constitution House, 124 Adderley Street
Cape Town, South Africa 8000

Dear Ms. Name:

I am a first-year student at Harvard Law School and am writing to apply for a summer internship at the Women's Legal Centre. The WLC immediately caught my eye on Harvard Law School's public service database due to my interest in and experience working with women's rights internationally. This summer, I am eager to build upon my understanding of women's legal rights, and I believe that an internship with the WLC would provide an ideal setting for me to do so through a combination of impact litigation and legal advocacy work.

My interest in international women's rights began as an undergraduate, when I studied abroad in both Morocco and Egypt. During this time, I was acutely aware of my position as an American woman, and this awareness sparked my interest in the status of women internationally. I explored this interest as an intern at Harvard's Women and Public Policy Program, where I honed my research and writing skills through work with program fellows from Iran and Pakistan, and I further developed these skills by writing an honors thesis that explored Morocco's family law.

My thesis work drew my attention to the disparity that exists between law and access to justice; despite Morocco's recently reformed family law, the status of women remains largely unchanged due to failures in education and implementation. I returned to Morocco as a Fulbright researcher to study this issue, focusing specifically on unwed mothers. During this time, I interned at *Oum El Banine*, a NGO that provides direct legal services for this group. Taking part in the organization's work to educate women about their legal rights emphasized to me that law is a powerful and necessary tool for social justice and human rights. With this in mind, I decided to attend law school in order to further women's rights through the law.

I am drawn to the diversity and scope of the WLC's work and am particularly interested in the WLC's work with Muslim personal law and domestic violence. I encountered these issues frequently during my Fulbright research, and I am confident that my experience with these issues coupled with my substantial research and writing skills would make me an asset to the WLC. I am fully funded this summer, and will be available for ten weeks from June 1 to September 1. If you have any further questions or would like to schedule an interview, I can be reached at jference@jd13.law.harvard.edu or at (617) 495-3108. Thank you for your time and consideration.

Sincerely,
Julia FERENCE

SAMPLE COVER LETTER

15 Beacon St.
Cambridge, MA 02139
dmarchand@jd14.law.harvard.edu
617-495-3108

December 7, 2011

Jane Smith
Chief, Environmental Law Division
New York City Law Department
100 Church Street
New York, NY 10007

Ms. Smith:

I am a former urban planner in my first year at Harvard Law School, and I am writing to apply for a position in the Environmental Law Division through the Summer Honors Program of the New York City Law Department. I am excited about the opportunity to work in your office, particularly because of conversations I had with an attorney in your division, Elizabeth Doe, and with Mike Jones, who interned in the division in 2009. I believe that my background in municipal urban planning and in the environmental arena will enable me to contribute significantly to the work of your office next summer.

Before beginning law school, I completed a master's degree in urban planning and worked as an urban planner for the City of Newton, Mass. In Newton, I administered a complicated regulatory framework embodied in the City's zoning ordinance, seeking to balance a generic set of rules that are structured to foster a healthy and attractive community with the particular needs and wants of individuals in that community. I believe that my experience with municipal land use regulation will serve as good preparation for the complex challenges facing the law department of a large, diverse city like New York. Similarly, through my graduate studies in urban planning, I gained insight on urban growth and development that will prove valuable when addressing questions of environmental law on behalf of New York City.

My work as an urban planner and my earlier work as an environmental consultant for the U.S. EPA Brownfields Program led me to appreciate the importance of the complex interaction of federal, state and local law. I decided to attend law school because I believe that the law is a critical tool for addressing problems facing our natural and built environments and for maintaining a high quality of life for the people that depend on these environments. I believe that work in the Environmental Law Division would enable me to integrate and build on my background and the skills and knowledge I am acquiring in law school.

Finally, my family hails from New York (Queens), and I have immersed myself in the history, geography and policies of the City of New York since I began visiting as a child. I would be very excited to contribute to and to learn from the work of the Law Department next summer, especially given the many environmental initiatives the City has embraced in recent years.

Please see the attached resume describing my qualifications in detail. I can provide my transcript as soon as the grades from my fall classes are available. I would greatly appreciate the opportunity to meet with you to discuss the possibility of a summer position in your office. I can be reached at 617-495-3108, and I will follow up with a phone call within the next couple of weeks to see if it may be possible to arrange an appointment for an interview. Thank you in advance for your time and consideration.

Sincerely,

Daniel Marchand

SAMPLE COVER LETTER

RACHEL MOSS

81 Oxford Street
Cambridge, MA 02138
(617) 495-3108
rmoss@jd11.law.harvard.edu

December 3, 2008

Judith Liben
Staff Attorney
Massachusetts Law Reform Institute
99 Chauncy St., Ste. 500
Boston, MA 02111-1722

Dear Ms. Liben,

I am a first-year student at Harvard Law School and am writing to apply for a volunteer summer internship with the Massachusetts Law Reform Institute. I learned about your organization from Alexa Shabecoff, the Assistant Dean for Public Service at HLS, and also had the opportunity to speak with Amy Copperman, a staff attorney at MLRI. Both conversations strengthened my belief that MLRI would be an ideal place to pursue my passionate interest in serving low-income families and individuals.

Last year, as a senior at the University of Texas, I wrote an honors thesis concerning public housing in New Orleans, Louisiana. In the process, I developed a working knowledge of public housing policy, design, and management and the socioeconomic traits of its residents. However, what occupied my thoughts most was the enormous lack of understanding or communication between the poor and the people charged with serving them. Especially once I visited New Orleans personally, I knew I should spend my career working to bridge that divide.

Accordingly, this year I have gotten involved with Harvard's Tenant Advocacy Project (TAP). I have begun representing a tenant in his attempt to obtain a transfer within the Boston Housing Authority, and I have dispensed advice by telephone to tenants with questions about their legal rights. These opportunities to provide help and reassurance have been hugely gratifying, and they have honed my research and communication skills a great deal. However, I understand the importance of learning both the "ground-level" and "big picture" aspects of any public interest field. After my client-based experiences with TAP, the law reform and impact litigation aspect of MLRI sound very appealing.

Because of my familiarity with the subject, I would be very happy to work in the housing area of MLRI's practice. I also realize there is a desperate need for advocacy in many fields besides housing, and I would be thrilled to contribute to any of your organization's other practice areas, such as civil rights, employment, immigration or family law.

I have enclosed a resume highlighting my education and work experience, along with a writing sample. I will be in Boston before December 16 and after December 28, and I look forward to scheduling a time to talk in person. Thank you in advance for your time and consideration.

Sincerely,

Rachel Moss

SAMPLE COVER LETTER

Erin B. Lee

1563 Massachusetts Ave | Cambridge, MA 02138
617.495.3108 | elee@jd13.law.harvard.edu

January 20, 2011

Ms. Amy Hsu
123 Main Street
San Francisco, CA 94111

Dear Ms. Hsu,

I am a first year student at Harvard Law School and I am writing to apply for a Summer Law Clerkship with particular interest in the Immigrants' Rights Project. I was excited to learn about [Org Name] through Ken Wang at the Chinese Progressive Association, who told me about your work around the DREAM Act. As a woman of color from a low-income immigrant household, I feel strongly connected to immigrant rights issues. My interest in immigrant rights has further developed through my work experience with immigrant women fleeing abuse and my academic interest in anti-racism. I hope to begin my legal work in this area with [Org Name].

As a Transitional Housing and Support Worker at YWCA Women's Shelter in Toronto, the vast majority of my clients were immigrant women of color and their children. This experience working at a feminist, anti-oppressive organization not only emphasized for me the complexity of experiences low-income immigrant women face, but also helped me develop strong active-listening and communication skills. As part of the tight-knit staff team, I conducted exit interviews for women who were soon to leave the shelter and enter the community, exploring their concerns and creating action plans, and supported women already in the community in an array of concerns, for example advocating for them in conflicts with public housing authorities and childcare benefits. I have also received active listening training and developed my communication skills as a crisis line worker at the Sexual Assault Centre Kingston, where I provided crisis intervention and community referral to survivors of sexual assault.

I am also interested in immigrant rights through my work in anti-racism. I did extensive course work on race relations as a Sociology major at Queen's University, and combined this academic interest along with my varied workshop facilitation experience to create and facilitate a three-hour anti-racism workshop for student leaders as part of the Queen's Committee Against Racial and Ethnic Discrimination. I continue to seek opportunities to learn about these issues at Harvard Law School: I participated in an Immigration Policy Reading Group with Deborah Anker in fall 2010 and will be taking Race Relations Law in spring 2011.

I look forward to the opportunity to discuss my interest in these issues with you and can be reached at 617.495.3108 and elee@jd13.law.harvard.edu. Thank you for your consideration.

Sincerely,
Erin Lee

SAMPLE COVER LETTER

January 15, 2011

[Contact Name Here]
Orleans Public Defenders
2601 Tulane Avenue, Suite 700
New Orleans, LA 70119

Dear Mr. Name,

I am a first-year student at Harvard Law School and I am writing to apply for an unpaid summer law clerk position at the Orleans Public Defenders Office. While working as a teacher in the Greater New Orleans area, I developed a fond appreciation for the culture and people that make New Orleans such a unique place to live and work. I would like to return for the summer and I hope to find an internship where I can continue my commitment to public service.

Prior to coming to Harvard, I spent two years as a 4th and 5th grade teacher at C.F. Rowley Alternative School in St. Bernard Parish. My students, who were two grade levels behind their peers, came from low-income families and experienced a host of educational, social and mental health challenges. While teaching, I developed the ability to multi-task, solve complex problems, and adapt to a changing environment. I also collaborated with a team of social workers, juvenile justice officials, and school administrators to make decisions about which services my students needed to receive in order to be successful. While I was fortunate to experience extraordinary success with my students, I became frustrated that the gains they experienced inside the classroom continued to be overshadowed by the challenges my students faced in their community when they left school. It was this frustration that led me to apply to law school.

During my first year in law school, I have spent my time volunteering with Harvard Defenders. Through Defenders I have had the opportunity to represent indigent clients in criminal “show cause” hearings that are used to determine whether there is enough probable cause to issue charges against an individual after a criminal complaint has been filed. When representing a client, I am responsible for conducting interviews, preparing a case presentation, and advocating on the client’s behalf in front of a clerk magistrate. Working with Defenders has given me the opportunity to work with a diverse range of clientele. My work with the organization has also allowed me to see firsthand the interaction between criminal law and issues like immigration policy, social welfare, and physical and mental disabilities.

I believe I could make a substantial contribution to your office if offered the opportunity. I hope to meet with you in person to discuss my qualifications in further detail. I can be reached at (617) 495-3108 or mhorton@jd13.law.harvard.edu. Thank you for your consideration.

Sincerely,

Madeleine Horton

SAMPLE COVER LETTER

319 Highland Avenue
Somerville, MA 02144
(617) 495-3108

January 20, 2010

District Attorney Gerald T. Leone Jr.
Middlesex District Attorney's Office
15 Commonwealth Avenue
Woburn, MA 01801

Dear Mr. Leone:

I am a first-year student at Harvard Law School and I am writing to apply for a summer internship at the Middlesex District Attorney's Office. I hope that I can gain valuable legal experience while using my skills to help keep our community safe.

As an undergraduate journalism major at the University of Illinois at Urbana-Champaign, I was able to see firsthand the issues facing the community, including the effect crime can have on the public. I went out and talked to people, writing stories that tied their personal experiences into the larger issues that were going on in the community. I have a great interest in current events and the issues that are affecting people's lives. I think this would make me a good fit for the Middlesex District Attorney's Office.

I believe I can make a substantive contribution to your office. My undergraduate journalism courses allowed me to develop strong writing skills, which I continue to hone as a first-year law student. As a teaching assistant for a television news class at the University of Illinois, I was responsible for directing a team of students as they broadcast a live, half hour newscast. If one of the students made a mistake on the air, it was my job to figure out the best way to fix it. This experience helped me learn to think on my feet, a skill every litigator needs. In addition, because cooperation and communication were critical to getting the newscast on the air exactly at five o'clock, I know how to effectively work with a team to get a task accomplished.

I know I will be a valuable addition to your office this summer if given the opportunity. I hope to meet with you in person about the possibility of working as a summer intern at the Middlesex District Attorney's Office. I can be reached at (617) 495-3108 or stsvetanova@jd12.law.harvard.edu. Thank you for your consideration.

Sincerely,

Sara Tsvetanova