

COVER LETTER FORMAT BLOCK STYLE

Your Address
City, State, Zip

Do NOT include your name in the header.

There are two spaces between state and zip code.

Date

There should be two hard spaces between your address and the date. Spell out the month (ex: July 23, 2024).

Contact Name
Contact Title
Employer Name
Employer Street Address
City, State Zip

There should be four hard spaces between the date and the employer's name.

Never use "To Whom It May Concern," Be sure to use a CDO/DN, not a comma.

The text of the letter should be single-spaced. A double space should separate the paragraphs.

Dear Mr./Ms.(use Ms. for women, unless told otherwise)/Judge, etc. Last Name:

FIRST PARAGRAPH: Introduce yourself by stating where you go to law school, when you plan to graduate (or your year in law school), and the position for which you are applying. Do not introduce yourself by name, however. Discuss interest in or tie to geographic area in which the employer is located and interest in particular employer. If applicable, note the person who recommended that you contact the employer. Mention where you are licensed (if applicable).

SECOND PARAGRAPH: Discuss how your qualifications, skills, and/or experiences fit the needs of the organization. Consider starting the paragraph with a strong topic sentence highlighting two or three main attributes or skill sets, and in the following sentences, cite examples bolstering these points. Be specific with your examples – describe specifically what you have done with a particular employer and avoid generalities.

THIRD PARAGRAPH: Mention your desire for an interview and your availability. If you will be in the area where the employer is located during a particular time period, note that you would appreciate the opportunity to meet with the employer at that time. Even if you have not planned a trip, you can mention your willingness to travel to the city for the interview. Indicate that you look forward to speaking with them soon, and express appreciation for the employer's consideration.

Sincerely,

The closing is positioned two lines below the last line of the body.

Your Signature

Your Name Typed

Use "Sincerely" or "Very truly yours" followed by a comma, four hard returns and your signature line. Sign your letters by hand or insert your electronic signature. Avoid cursive fonts.

Enclosure

Simply state "Enclosure" or "Enclosures" if more than one, two hard lines below the signature line to signify the inclusion of your resume, transcript and/or reference sheet.

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Lingjun Ying



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white hot sparks between him and the boy's gorgeous city slicker mom Nicolette can't deny the attraction either But she's been heartbroken once too often and won't hitch her star to a cowboy interested only in a fling Until there's a real danger to her own life and heart Then will she trade her high heels for cowboy boots Inland Printer, American Lithographer, 1918

The Paper and Printing Trades Journal, 1889 *Punch* Mark Lemon, Henry Mayhew, Tom Taylor, Shirley Brooks, Francis Cowley Burnand, Owen Seaman, 1919 *Catalogue* Montgomery Ward, 1926 **British and Colonial Printer and Stationer**, 1913 **Annual Report** New York State Library, 1915 Reports for 1863-90 include accession lists for the year Beginning with 1893 the appendixes consist of the various bulletins issued by the Library Additions Bibliography History Legislation Library school Public libraries

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