



Georgia Law Office of Career Development  
Sample Cover Letter

COVER LETTER BASED ON A REFERRAL:

---

Seeking A. Lawjob  
747 Legal Street  
Athens, GA 30602  
[salawjob@uga.edu](mailto:salawjob@uga.edu)  
706-123-4567

November 1, 2020

Ms. Rhonda Breathwell  
Executive Director  
Clear the Air, Inc.  
1000 S Street  
Washington, D.C. 20202

Re: Law Department Position

Dear Ms. Breathwell:

Our mutual friend, Anthony Brown, suggested I contact you regarding a possible post-graduate position in your Law Department. I am currently a third-year student at the University of Georgia School of Law, and I intend to practice environmental law after graduation. I met Anthony through a pro bono project for the Clean Air Campaign in Atlanta, and he speaks very highly of you.

Since coming to law school, I have developed a strong interest in environmental causes. I grew up in the coal mining area of West Virginia, and I have seen firsthand the negative effects on our air, water, and land that can result from poorly drafted laws and regulations and inadequate enforcement by government authorities. Last summer, I worked as an unpaid intern at the Environmental Protection Agency in D.C., where I gained valuable insight into regulatory and administrative law and made important contacts. At Georgia Law earlier this year, I organized the annual Red Clay Conference, which focused on the effects of greenhouse gases on public health.

I am not aware if your organization currently has any openings for legal counsel, but I would very much appreciate the opportunity to meet you and talk about how I might get involved, either on a paid or unpaid basis. I am interested in pursuing whatever avenue might allow me to eventually become part of your efforts and continue pursuing my career goals.

I will be in the D.C. area in December and could meet with you at your convenience. I have enclosed my resume and transcript for your review, and I will follow up next week to see if we can schedule an appointment. Thank you in advance.

Sincerely,

/s/

Seeking A. Lawjob

Enclosures