



Georgia Law Office of Career Development  
Sample Cover Letter

**COVER LETTER SEEKING SUMMER JUDICIAL INTERNSHIP:**

---

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

November 11, 2020

The Honorable Jane Doe  
Superior Court  
Conasauga Judicial Circuit  
205 N. Selvidge Street  
Dalton, GA 30720

Re: Application for Summer Internship

Dear Judge Doe:

I am a first-year student at the University of Georgia School of Law, and I am writing to apply for a position as a summer intern. I am a native of Rome, Georgia, and I intend to make my career there after graduation.

My resume and first semester grade report are attached. As reflected in the report, I performed well in the two courses that have assigned final grades so far (earning an A and an A-). Further, I achieved interim scores in my other classes that were all above the median in my section. Additionally, I was a quarterfinalist in Georgia Law's Russell Moot Court Competition (the school's annual competition for first-year students). I believe I could make a strong contribution to your chambers as an intern this summer, and I am certain the internship will give me an invaluable opportunity to gain insight into how courts operate while further improving my legal skills.

In addition to my resume and grade report, I have enclosed a copy of the brief I wrote for the moot court competition, as well as a letter of recommendation from Professor I.M. Teacher. Please let me know if you need any additional information. Thank you for considering my application.

Sincerely,

/s/

Seeking A. Lawjob

Enclosures