SAMPLE E-MAIL

RE: Application for Summer Associate Position

From: Seeking A Lawjob

Sent: Monday, August 2, 2025

To: Recruiting@GinormousLawFirmLLP

Dear Ms. Jones:

I am a second-year student at the University of Georgia School of Law and am interested in obtaining a position with your firm for the Summer of 2026. I have attached a copy of my cover letter and resume for your consideration. Thank you, and I look forward to speaking with you.

Sincerely,

Seeking A. Lawjob

Attachments:

Coverletter.pdf

Resume.pdf