

SAMPLE JOB ANNOUNCEMENT - SMALL FIRM

The Phoenix-based law firm of Lubin & Enoch, P.C., celebrating its silver anniversary as a leading law firm focused on representing labor unions in all sectors of the national economy, seeks a 1L summer associate for its downtown Phoenix office. The summer associate will assist our attorneys to prepare for hearings and brief issues before arbitrators as well as all courts and administrative agencies in matters arising under traditional (e.g., National Labor Relations Act and Railway Labor Act) and non-traditional labor and employment law representation. To learn more about our law firm, please visit our website at www.lubinandenoach.com.

Position Requirements: Applicants must possess excellent research and writing skills and, of equal importance, a strong commitment to representing the interests of working people. Spanish speaking applicants are strongly encouraged to apply.

How to Apply: Please mail cover letter and resume in confidence to Nicholas J. Enoch, Lubin & Enoch, P.C., 349 North Fourth Avenue, Phoenix, Arizona, 85003-1505.

*The following cover letter is an example of how you might respond to this job posting.

4801 Massachusetts Avenue, NW
Washington, DC 20016

December 1, 2011

Nicholas J. Enoch, Esq.
Lubin & Enoch, P.C.
349 North Fourth Avenue
Phoenix, Arizona 85003

Dear Mr. Enoch:

I am a first year law student at American University Washington College of Law, and I am writing to express my interest in the summer associate position with Lubin & Enoch, P.C. I am originally from Arizona and I intend to return to Phoenix upon graduation to practice labor law. I have a strong background in labor issues, and I believe that my past experiences and my passion for the rights of working people make me an ideal candidate for a summer position with your firm.

My longstanding interest in labor issues began during college when I interned with the Arizona AFL-CIO. As an intern, I helped to coordinate communication efforts in support of the Employee Free Choice Act, and conducted research regarding pending labor-related legislation. This experience taught me the importance of giving a voice to American workers. As a law student, I am continuing to pursue my interest in labor law. I am a member of my law school's Labor and Employment Law Society, and I plan to take Employment Rights Law as my elective this spring.

I developed strong research and writing skills as a political science major at Arizona State University, where I wrote a 30-page honors thesis. I further developed my research and writing skills as I conducted legislative research and drafted numerous letters to union members during my time with the Arizona AFL-CIO, and I continue to hone those skills from the legal perspective in my Legal Rhetoric: Writing and Research class. Additionally, I am proficient in Spanish, having taken Spanish classes throughout college and studying abroad in Costa Rica for a semester.

Attached please find a copy of my resume for your review. I will be in Phoenix from December 22nd through January 5th and can meet with you at your convenience. You can reach me at 202.555.5555, or via email at sally.smith@american.edu. I welcome the opportunity to further discuss my qualifications.

Thank you very much for your consideration.

Sincerely,

Sally Smith

Enclosure

Comment [j1]: You can either use a traditional letter heading (which is just your address) or your resume heading.

Comment [j2]: The cover letter should be addressed to a targeted individual if possible. The individual's title should include Mr./Ms. or Title/Degree (ex. Esq.).

Comment [j3]: Explain who you are and the position you are applying for.

Comment [j4]: If you are applying for a position outside of the DC area, you should highlight any connection you have to that geographical area.

Comment [j5]: You should have a hook for each particular employer.

Comment [j6]: This employer is looking for a commitment to representing the interests of working people, so it is important to explain where your commitment comes from.

Comment [j7]: Highlight your most relevant experiences here (but don't reiterate your entire resume!). Academic and volunteer experiences, if relevant, can be just as helpful as prior work experience.

Comment [j8]: Explain how your interest has translated to law school.

Comment [j9]: This paragraph addresses each requirement for the position, as stated in the job announcement. It also backs up each statement made regarding her experience with facts.

Comment [j10]: Mention any dates when you will be in the geographical area.

Comment [j11]: If you are using a traditional letter heading, make sure that you include your phone number and email address in the closing paragraph.