Example and Tips for your Cover Letter

Your personal HEADER - Name, contact info including email and area code/telephone
You may insert line or other graphics to fit your header ------ or not.

Date (optional)

The Honorable (Judges first, MI & Last name)
United States District Judge (Judges Title)
Middle District of Florida (District if Applicable)
U.S. Courthouse & Federal Building (Address line)
2110 First Street (Address Line)
Fort Myers, FL 33901 (City State Zip)

Dear (Salutation) (Judge, Sr. Judge, Justice etc.) (Judges Last Name):

Text of Letter.

Quick Tips for Cover Letters

• Never address a cover letter “To Whom it May Concern”
• Don’t say I am a 1L – 2L etc. Instead say second year law student, or I am in my second year of law school – just not 1L, 2L, 3L
• Highlight strengths and key accomplishments
• Don’t repeat your resume
• Indicate that you are applying for an externship and for what site you are applying
• Be original – don’t use the same old phrases—for instance, I would be a positive addition to your court because of my strength in writing, time management, attention to detail, etc.
• Don’t over use “I”
• Be brief and to the point
• Show how you meet the needs of the site
• Read your cover letter out loud
• Have a friend read it, or ask one of your professors, your CCD Counselor, or Professor Knight to review it. Use your resources!
• Proofread, Proofread, Proofread
• Check for grammatical errors
• Check spelling
• Check for formatting errors
• Thank the reader for his/her time and consideration
• Sign your cover letter (sign a piece of paper, scan and save, cut and paste if needed)
• Proofread AGAIN!

Sincerely (or other closing),

SIGNATURE