

SAMPLE INFORMATIONAL INTERVIEW EMAILS

**Do not copy these emails.*

Email No. 1

Subject: Greetings from a Washington University alumnus

Dear Ms. Brown:

I am a first-year student at John Marshall Law School in Atlanta and am writing to you as a fellow Washington University alumnus. I am contacting you because I want to make effective use of my first-year summer. I believe I would enjoy a career in family law, and I would appreciate your perspective on the practical aspects of working in this area.

I am not writing to ask for employment at your office, but rather to see if you have 20 minutes to discuss family law practice in the Atlanta market. I would also appreciate any suggestions you may have to offer as I consider my options for the summer. I will call you later this week to see if we can arrange a convenient time to discuss. I would be happy to come by your office. In the meantime, please feel free to contact me at 404-772-3000 (cell) or at jsmith@johnmarshall.edu. Thank you in advance for your time and consideration.

Sincerely,

John Smith

Email No.2

Subject: Hello from a friend of Matt Davis

Dear Mr. Arnold:

Matt Davis, a college friend, recommended that I contact you for advice on pursuing an employment law career in Macon. I am a second-year law student at John Marshall Law School and originally from Macon. Upon graduation, I would like to return to Macon and join a firm that would allow me to devote part of my time to employment law. This past summer, I worked for a small employment law firm in Atlanta.

As I understand, you have been practicing employment law in Macon for the last five years. I am very interested in learning more about careers in employment law. More specifically, I would enjoy learning about the legal market in Macon. I am not asking for a job, but rather for 20 minutes of your time. I am confident I could significantly benefit from your experience and perspective. I will call you in the next few days to see if we can arrange a convenient time to talk. In fact, I plan to come to Macon at the end of the month, so if you are available, perhaps we can discuss in person. In the meantime, please feel free to call me at 678-442-7298 or at rboyd@johnmarshall.edu. Thank you in advance for your time and consideration.

Best Regards,
Robert Boyd

LETTER ASKING FOR INFORMATIONAL INTERVIEW

Your name
Your address
City, State & Zip
Telephone Number
E-mail Address [optional]

Date

Mr. David Jones
Simpson, Strawberry & Jones
255 Peachtree Street, Suite 112
Atlanta, Georgia 30305

Dear Mr. Jones:

In researching legal careers in sports and entertainment law, I find that you practice in the area in which I am the most interested. As a second year student at John Marshall Law School, I am in the process of taking a seminar in sports law. It would be wonderful to have the opportunity to speak with someone who actually does the work which I hope one day to do. I am greatly interested in the steps in your career path which have led you to this type of practice.

Next month I plan to be in Atlanta for a CLE Seminar on sports law and hope that you may be able to speak with me for a few minutes. I will call next week to see if we might set a time to meet.

Thank you for your consideration.

Yours truly,

Your Signature

Your name (typed)

NETWORKING COVER LETTER

Your name
Your address
City, State & Zip
Telephone Number
E-mail Address [optional]

Date

Mr. David Smith
Simpson, Strawberry & Jones
255 Peachtree Street, Suite 112
Atlanta, Georgia 30305

Dear Mr. Smith:

Jerry Doe mentioned your name to me the other day and strongly suggested I contact you. Jerry and I grew up together in Athens, Georgia, and still see each other frequently.

From what Jerry tells me, you are very active as a member of the Georgia Bar and know a number of attorneys in the Atlanta area. As a result, he felt you might be willing to lend me a hand.

Although I certainly would not expect you to be aware of a specific job opportunity for me, I would appreciate it if you could spend an hour or so (few minutes, etc.) with me over lunch (coffee, etc). I would value any general thoughts and advice you might have concerning my job hunting campaign. Jerry seemed to feel you might be very helpful in this regard.

I will plan to call you next Monday to see when it might be convenient for us to meet. I would very much appreciate your counsel. Thank you.

Sincerely,

John Woodruff

LETTER FOR CLERKSHIP IN HOME TOWN

Name
123 Orange Street
Atlanta, Georgia 31207
Phone
Email

Date

Mr. Adam Advocate, Esquire
Counsel and Advocate
500 Jailhouse Row
Charlotte, North Carolina Zip

Dear Mr. Advocate:

As I intend to return to Charlotte, my hometown, to practice law, Counsel and Advocate is of particular interest, owing to its location and diversity of practice. As a second year student at John Marshall Law School in Atlanta, Georgia, with a strong academic background and clerking experience, I am pursuing opportunities for a 2006 summer clerkship in Charlotte and am enclosing my résumé for your consideration.

Both my undergraduate liberal arts education at the University of North Carolina and my course work at John Marshall have emphasized broad-based interests (add specificity). In order to further determine my strengths, I hope to gain exposure to various legal departments within the firm. In researching, I note that firm clients include not only my alma mater, but also the Charlotte Police Department, Wannamakers Department Stores and North Carolina National Bank. This information coupled with your diverse departments in litigation, tax, and commercial law, has led to my interest.

I will be visiting my family in Charlotte, December 22-January 9, and would appreciate an opportunity to meet with you at your convenience. I will call to see if your schedule would permit an appointment. Thank you for your time and consideration.

Sincerely yours,

Your Signature

Your name (typed)

Enclosure

LETTER IN RESPONSE TO JOB POSTING IN CAREER DEVELOPMENT OFFICE

Name
555 Jurisprudence Lane
Atlanta, Georgia 30309
Phone #
Email

Date

Ms. Vanna Recruit
Recruitment Coordinator
Attorney, Lawyer & Advocate
1200 Peachtree Street
Atlanta, Georgia 30303

Dear Ms. Recruit:

As a former bank manager for six years,/ As a former real estate broker,/ As a former paralegal in a commercial law firm,/ Having been a summer clerk at two law firms specializing in commercial law,/ Having a B.B.A. in Finance, I am pleased to note your posting at the Career Development Office at the John Marshall Law School. As you are seeking an associate in the area of commercial law, I am enclosing a résumé for your review.

A third year student at John Marshall Law School, I have selected classes which reflect my strong interest in this area (add specificity). My work as a law clerk during the summers of 2004 and 2005 provided me with broad exposure to a variety of issues in business transactions (add specificity). I have found this area of law to be of great interest and look forward to the challenges of practice.

I would appreciate the opportunity to discuss my qualifications with you and look forward to hearing from you. Thank you for your consideration.

Yours truly,

Your Signature

Your Name (typed)

Enclosure

LETTER FOR ASSOCIATE POSITION IN ANOTHER CITY

123 Bond Street
Atlanta, Georgia 31201
Telephone
Email
Date

Perry Mason, Esquire
Attorney, Lawyer & Advocate
500 Pennsylvania Avenue
Washington, D.C. 21301

Dear Mr. Mason:

As a third year student intending to return to Washington to practice civil rights law, I have great interest in an associate position with Attorney, Lawyer & Advocate. Enclosed is my résumé for your review.

Both my education and my experience support my interest in this area. My summer clerkship with the Honorable L.L. Bean and my work on the John Marshall Law Review (case note enclosed) have broadened my interest and knowledge of civil rights. Attorney, Lawyer & Advocate has a national reputation in this field. Achievement-oriented and indefatigable, I am eager to enter the practice of law. Having been reared and educated in Washington, I have an enduring commitment to and connection with the city.

I plan to be home for Thanksgiving and would appreciate an opportunity to meet with you, should my résumé be of interest to you. I shall telephone you to arrange an appointment at your convenience. Thank you for your time and consideration.

Sincerely yours,

Your Signature

Your name (typed)

Enclosure