

Name

Address

City, State ZIP

Phone, Email Address

Date

Mr./Ms. Attorney's Full Name, Esq. OR **The Honorable** XXX (complete first and last name)

If not a judge or attorney, can include contact's position title on this line

Firm/Organization/Court

Address

City, State Zip

Dear Mr./Ms./Judge Last **Name**,

The first paragraph is where you introduce yourself. Tell the reader what position you are seeking, and for when. If you have a contact that you want to use, his or her name should be the beginning of the first sentence – John Doe recommended I write to you regarding XXX. If this job is not in Miami, tell them why you want to be in their city. Make sure to make your ties clear.

The next one or two paragraphs should discuss your work experience and your academic accomplishments (the order can be switched depending on the strength/substance of your experience/academics – and if you do not have enough for each, you may combine them into one paragraph). Tailor these paragraphs to the particular job you are applying to. Use language they have in a job posting. Show them you know who they are and how you will be helpful. **DO NOT SIMPLY REPEAT YOUR RÉSUMÉ.** You may elaborate on a prior job experience and describe something that is not on your résumé.

The final paragraph is your closing. You should ask for an interview, list the documents you are including with your application, and advise when you will be in town if this is an out of town job. Make sure to thank the reader for his/her time.

Sincerely,

Your typed name

Enclosures (or Encs.)

*This portion is only included if you are sending application through traditional mail – unnecessary to include if sending online/via email.

**If sending online/via email, language in final paragraph should list that you have "included" or "attached" xyz vs. if via traditional mail can say "enclosed"

Randee Breiter 11/12/2013 11:56 AM

Comment [1]: This address format should be identical to your résumé.

Jessica Ciminero 11/21/2017 10:45 AM

Comment [2]: NOT The Honorable Judge xyz (only use one or the other The Honorable OR Judge).

Randee Breiter 11/12/2013 11:58 AM

Comment [3]: If there is no way to figure out who to send it to i.e. a blind posting, at that point it can be To Whom it May Concern or Hiring Partner.

Randee Breiter 11/21/2017 10:44 AM

Comment [4]: Leave room for your signature IF you are going to hand sign.

Randee Breiter 11/12/2013 12:04 PM

Comment [5]: If only attaching your résumé (and not transcript, writing sample, etc.) it would be just Enclosure (or Enc.) singular.