

COVER LETTER

- Phrases like “keen to contribute” and “I admire your work” sound nice but are used by everyone, so avoid using them without substantial backing on what work you are keen to contribute to or admire about them. Let’s keep it specific >> generic
- Explain to them what values you particularly bring to their table. Even if it’s a basic skill like Microsoft Word, which one way or another can contribute, mention it.
- Use a tone that suggests you are genuinely interested in the recruiter. The tone in itself is a signal to the recruiters
- Approach with a good hook. Recruiters see hundreds of "I am a law student" intros. You need a better opener to make them read the rest.
- Always **customize one sentence** for the firm/organization you're applying to (this can increase response rate by 2–3x).
- Don’t mention what **you’ll gain**, only focus on what **you’ll contribute**.
- Start with a sentence that **makes them want to read the rest**.

SAMPLE COVER LETTER

Subject: Application for Legal Internship – [Month/Duration]

Dear [Hiring Manager's Name],

I'm writing to apply for an internship at **[Organization Name]**.

I'm currently in my **[1st/2nd] year** of **B.B.A. LL.B. (Hons.)** at **[College Name]**, with an interest in **[Area of Law]**. During my last internship at **[Previous Organization]**, I worked on **[specific tasks]**, which helped me understand the importance of clear and accurate legal work.

I'm interested in **[Organization Name]** because of your work in **[specific area or case]** and would like to contribute while gaining practical experience.

Please find my resume attached. I'm available from **[Start Date]** for **[X weeks]** and open to both virtual and in-person options.

Thank you for your time. I look forward to your response.

Best regards,

[Your Name]

LinkedIn: [your-linkedin]