

SAMPLE COVER LETTER - PUBLIC INTEREST

Mr. Peter Professional
Hiring Attorney
Environmental Defense Fund
111 Elm Street
Boulder, CO 80302

Dear Mr. Professional,

I am a first year student at Stanford Law School and am seeking a summer intern position at the environmental Defense Fund for the summer of XXXX. I am particularly interested in EDF because of its interdisciplinary approach to solving environmental problems and its leading role in international environmental issues. This approach would use my academic preparation, work experience and passion for environmental issues.

I chose my undergraduate degree in biochemistry due to my interest in environmental defense. Through my work on OSHA compliance and pesticide testing, I enhanced this knowledge. I plan to couple that experience with my new legal research and writing skills. Further, my experience in the environmental law field as a research intern with the Sierra Club, and as a fundraiser and activist with the Fund for Public interest, has provided me with a firm foundation for understanding current legal challenges in the field and for the skills to assist EDF in meeting these challenges.

My resume is attached. I will be in Colorado the week of January 2nd and would love the opportunity to speak with you or others about a summer internship. Thank you for your consideration.

Sincerely,

Eddy Environmental

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200 Escondido Road
Stanford, CA 94305
(650) 555-1212
jstanford@stanford.edu

February 1, 20XX

Ms. Jane Doe
Freedom on the Internet
200 West "J" Street
Washington, DC 20009

Dear Ms. Doe,

I am writing to apply for a position at FOI for the summer of 200X. I am a first-year student at Stanford Law School and I have had a long-standing interest in the regulation of the Internet and the interplay between technology and civil liberties. I am submitting my resume for your consideration.

During my time as a State Court Policy Fellow at the Judicial Council of New York's Technology Division, I conducted an extensive amount of research regarding the legal and technical issues affecting the courts' implementation of technology. One of the projects I worked on was a research memo detailing the conflict between the Sixth Amendment and the use of video conferencing technology to deliver witness testimony in open court. Another project involved electronic access to court records and the privacy rights of those who have business before the court. My most gratifying work involved the revision of the computer usage policy for the employees of the Judicial Council and the Appellate Courts. This project required a great deal of research into the privacy rights of employees, the rights of employers to monitor the computer usage of their employees, and the practical considerations affecting the monitoring and punishment of judicial branch employees who misuse their computers. The revised policy was adopted in the summer of 200X and I take great pride in the fact that the policy was as minimally intrusive as possible and respected the privacy of the employees while still meeting the needs of the courts.

In addition to my work at the Judicial Council, I was a research intern at Georgetown's Public Policy Center in Washington, DC. As part of the work, I devised and completed an original, empirical research study on the relationship between a congressman's Internet and computer expertise and his vote on Internet legislation.

During my travels throughout Asia, I was constantly amazed by the ubiquitous nature of the Internet and its global reach. However, the Internet's pervasiveness has made it the target of those threatened by their inability to exercise control over the medium. My concern is that regulators will overreach in their attempts to control the medium and that they will subsequently destroy much of what is valuable and unique about the Internet. I have long admired the work that FOI has done to protect the rights of Internet users and I feel that the efforts of FOI are even more valuable given the possible expansion of surveillance powers in our present security conscious climate.

I have excellent research skills and a great deal of familiarity with emerging technologies. This knowledge, coupled with my legal training, would serve as a great asset to FOI. I would welcome the opportunity to work with you this summer. I am confident that the job would be a tremendous learning experience.

Sincerely,

Janet Stanford

Enclosures