[SAMPLE COVER LETTER MID LEVEL ATTORNEY – LITIGATION]

Date

Ms. Judy Jenkins
Attorney Recruiting Manager
XYZ LLP
10 Main Street
Palo Alto, CA 94304

Dear Ms. Jenkins:

I am writing to express my interest in joining ABS's Silicon Valley office as an associate in the IP Litigation department. I am a Stanford Law School graduate and am a third year associate at XYZ, where I have practicing intellectual property law. Prof Polly Smith at Stanford Law School recommended that I apply for this position, as she thought that this might be an ideal opportunity for me.

At XYZ, I have prosecuted and defended clients' interests in complex IP litigation relating to patent (covering patents relating to biotechnology, software and pharmaceuticals), copyright, trademark, domain name, freedom of information, and e-commerce disputes. Specifically, I have experience preparing and responding to letters of demand, drafting motions, drafting briefs in support of motions and other trial documents, taking depositions (including expert witness testimonies), producing research memoranda, and designing and supervising document review.

My previous work experience also includes a research internship with the Stanford Center for Internet and Society, under the direction of Professor Larry Lessig and Ryan Calo. As an intern, I researched American legal precedent and drafted memoranda for use in litigation in the Tenth Circuit. I also hold an MA in electrical engineering from University of California at Los Angeles and spent many semesters serving as a teaching assistant for various engineering courses.

I am very familiar with XYZ's reputation as a leading legal services provider, and more particularly, with firm's enviable reputation in the field of IP litigation here in Silicon Valley. Indeed, XYZ has been recommended to me as an ideal place to continue my legal career in the US. In turn, I believe that my academic and professional credentials would make me a valuable addition to Cooley, and I look forward to the opportunity of putting my experience to work on behalf of the firm.

This application includes my resume and Stanford transcript for your consideration. If you feel that my abilities and experience make me a strong candidate to join the IP litigation team at XYZ, I would be very happy to meet with you for an interview.

I look forward to hearing from you.

Yours sincerely,

Name