

# SAMPLE COVER LETTERS

**Jeremy White**

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May 24, 2007

Corinne Finley, Recruiting Coordinator  
Isaacson Rosenbaum P.C.  
633 17th Street, Suite 2200  
Denver, CO 80202

Re: My Fervent Interest in Serving as a Law Clerk for your Firm

Dear Ms. Finley:

While serving as a United States Army Ranger and Officer in Charge for the Air Force, my best qualities came to the forefront: self-initiative, dedication, and leadership. Now, as I pursue a legal career, I wish to bring those same qualities to my work – first, as a law clerk, then, as a lawyer. I believe that Isaacson Rosenbaum will be pleased with the motivation and hard work I will bring to the law clerk position.

Upon separation from the Air Force in June 2005, my rank was Technical Sergeant (E-6) and I had completed more than ten years of service. As Assistant Non-Commissioned Officer in Charge, my responsibilities included managing a twelve-person communications shop and its equipment valued at over two million dollars. I was responsible for the personal and professional development of the team, as well as the maintenance, operation, and mobility of essential communications equipment.

I was very proud to be hand-selected by the command team in Korea to oversee the unit's mobility school, where I trained incoming unit members in the necessary skill-sets for operating in hostile environments. The school was ultimately responsible for training over 300 Air Force personnel, including many commissioned officers and senior non-commissioned officers. I was also selected for promotion to Technical Sergeant in my first year of eligibility.

While serving in the military, I completed my B.S. in Social Sciences and M.S. in International Relations. In addition, my tours of duty included two overseas assignments over the course of two years. While in Korea and Italy, I spent much of my free time learning the languages and the cultures. In fact, in Korea, I was honored to volunteer for a local "adopt-an-orphan" program providing mentorship and basic needs to the children living at the orphanage.

I hope my dedication to public service and motivation to work for your office will distinguish me among the other qualified applicants. Thank you for your consideration of my qualifications, and I look forward to hearing from you soon.

Sincerely,

Jeremy White

Enclosure