

INTRODUCTION TO COVER LETTER SAMPLE

Deciding whether to disclose your disability in a cover letter is a personal choice. There may be times when your disability is an asset (e.g. where it lends credibility to your ability to do the job), or when accommodations are necessary. The following is a sample of a cover letter and resume showing a particular approach. Please visit your law school's career office for detailed assistance.

JAMES W. MAVERICK

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January 2, 2003

John S. Smith, Esq.
Smith Brown & Jones
100 N. Main
Tucson, AZ 85900

Dear Mr. Smith:

I am a May 2002 graduate of the University of Arizona College of Law and the Masters in Public Administration program, and am a member of the State Bar of Arizona. My family and I are committed to Arizona, and I am seeking an associate's position with your firm.

I believe that I will be an asset to your firm for several reasons. First, I possess strong skills in legal research and legal writing gained through numerous clerkships with firms and agencies, and a strong academic record (Law GPA 3.24; MPA 3.89). My clerking experience during law school was broad, dealing with issues ranging from domestic violence and bankruptcy to employment and real estate law. I spent time in the courtroom representing indigent clients (Domestic Violence Clinic) and governmental agencies (U.S. Attorney's Office and U.S. Postal Service), as well as drafting motions and briefs for trial attorneys at Brown & Harper in Tucson. I accomplished all of this, with excellent references from my employers, as a law student who was blinded during active service in the US Army.

I utilize special tools (like voice synthesizers) to assist me in accomplishing all that is expected of a first-year associate. I am extremely advanced in my legal research via the Internet, Westlaw, Lexis, or any other program designed for that purpose. In addition, I scan hard copy documents into my computer for further analysis.

As a marathon runner and tri-athlete, I not only have endurance, but the stamina to practice law at the highest level. My work before law school was as a decorated officer in the US Army, and I will bring that same dedication and discipline to the practice of law. I am also aware of my responsibilities to the community, as evidenced by my current board membership on the Governor's Council on Blindness and Visual Impairment.

Mr. Smith, my former legal employers are willing and eager to speak to you about my abilities as a new attorney. I am ready and able to meet with you at your convenience. No accommodations are necessary for an interview, and in fact you will find that very few accommodations are typically needed. I am confident of my abilities and my desire to be an outstanding associate, and I hope to have the opportunity to meet with you soon.

Sincerely,

James W. Maverick

JAMES W. MAVERICK

james_maverick@hotmail.com

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Bar Membership: State Bar of Arizona

EDUCATION

University of Arizona College of Law, Tucson, AZ

Juris Doctor Degree, May 2002 (GPA 3.24/4.0)

Achievements and Awards: Meyerson Disability Research Fellowship; Jennings, Strouss & Salmon Outstanding Minority Law Student Award; Dean's Executive Committee Member; Property Tutor

University of Arizona School of Public Administration, Tucson, AZ

Master of Public Administration, May 2002 (GPA 3.85/4.0; top 10% of Class)

Achievements and Awards: Lionel Rombach Scholarship; Caroll B. Lemon Scholarship

University of Washington, Seattle, WA

BA in Communication Services, May 1992

Achievements and Awards: Golden Key National Honor Society; Battalion Commander, University of Washington ROTC; Distinguished Military Graduate; George C. Marshall Leadership Award

EXPERIENCE

Domestic Violence Legal Clinic (Rule 38e), Student Attorney (Fall/Spring Semesters 2001-2002)

- At College of Law performed client interviews; assessed legal options; conducted settlements; represented clients in court proceedings; drafted orders of protection, motions to compel, divorce and custody agreements; conducted discovery.

Office of Corporate Counsel, United States Postal Service, Law Clerk, Sandy, UT (May - Aug. 2001)

- Researched implications of employment drug testing program; conducted research and discovery on numerous FTCA issues regarding privileged communication; researched sentencing guidelines in the prosecution of mail fraud defendants.
- Drafted motions for summary judgment and motions to dismiss in federal employment discrimination and federal practice: Title VII, EEO, MSPB, CSRA, FECA, ADA and Rehabilitation Act of 1973; participated in hearings, settlements, and other dispute resolutions.
- Evaluated internal business and environmental compliance of post office facilities; conducted "call duty" to answer questions from regional offices regarding FOIA requests, labor disputes, contract concerns, EEO and MSPB administrative law grievances.

U.S. Attorney's Office, Civil Litigation Branch, Law Clerk, Phoenix, AZ (June - Aug. 2000)

- Conducted legal research and writing in the area of postal regulations, health care fraud, torts (FTCA), employment law, tax law, community property, and evidence; drafted motions for litigation and assisted with client interviews; questioned witnesses at depositions.

Brown & Harper, Law Clerk, Tucson, AZ (January - May 2000)

- Conducted legal research and writing in real estate, property, employment, bankruptcy, tribal, and legal ethics; investigated legal issues in preparation for litigation.

The Hon. James Smith, Pima County Superior Court, Judicial Internship, Tucson, AZ (May - Aug. 1999)

- Drafted legal briefs on domestic relations matters.

MILITARY SERVICE

US Army, 1ST Lieutenant, Fort Hood, TX (June 1992 - July 1995)

- Administrated healthcare resources and patient care contracts within local and military communities; Executed Operation Intrinsic Action, Kuwait, as Health Operations Officer.

COMMUNITY ACTIVITIES

- **Governor's Council on Blindness and Visual Impairment**, Board Member
- **Tucson schools and community events**, Guest speaker on disability issues
- **Southern Arizona Roadrunners Association**, Tucson Marathon finisher
- **Make a Wish Foundation**, Wish grantor volunteer
- **Catholic Immigration Services**, Seattle, WA - Volunteer English tutor