

# Sample Cover Letters

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John Doe  
314 Legal Street  
Toronto, Ontario M5H 2A5  
john.doe@gmail.ca

September 1, 2017

Ggy {ppg'P qdrg"  
Director, Professional Development  
Fasken Martineau DuMoulin LLP  
333 Bay Street, Suite 2400  
Bay Adelaide Centre, Box 20  
Toronto, Ontario M5H 2T6

Dear Ms. P qdrg:

**RE: Application for 2018 Summer Student Position**

I am a second year law student at Osgoode Hall Law School and I am writing to express my interest in a position with your Toronto office as a 2018 summer student.

I had the pleasure of meeting you and Ms. Jane Doe at the Fasken Resume and Interview Preparation Workshop. Ms. Doe and I had a very informative conversation about the expertise in intellectual property law that your firm has, and this conversation added to my desire to join your firm. I have developed an interest in this area working as a blog writer and research assistant for Professor John Smith at Osgoode Hall Law School, and as the manager of the Intellectual Property Law Clinic. I would greatly appreciate the opportunity to gain further exposure to these areas at Fasken.

Prior to enrolling in law school, I spent over six years working in the automobile industry as a Professional Mechanical Engineer and then as a Project Manager for ABCDE Technology. During this time I developed a proficient set of technical, problem solving, communication, and project management skills that I will continue to refine and utilize in my new law career. In particular, my management experience has allowed me to become proficient in integrating technical and business considerations to manage complex assignments. I have chosen to pursue a law degree to both take on a larger challenge in my career and to learn how the legal climate affects and shapes engineering-based industries.

I wish to build on my experience in the automotive engineering field to bring a knowledgeable perspective to the Information Technology and Intellectual Property practices of your firm. Working for Fasken will allow me to work on modern technology issues that I have had the opportunity to deal with as an engineer, but now in a legal setting. I have designed and built mechanical systems and led projects achieving strategic corporate goals; I feel that this experience would be very valuable as it would allow me to appreciate the legal, business, and the technical side of issues that a client may face.

Attached with this application are my resume and a scanned copy of both my law school transcript and undergraduate transcript. Please let me know if you need any further information concerning myself or any other part of this package.

Thank you for your consideration.

Sincerely,

John Doe, B.A.Sc., P.Eng.

# Jane Doe

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123 Princess Street, Apartment #6 | Kingston, Ontario K1B 1Q6 | Jane.Doe@queensu.ca | (613) 123-1234

August 28, 2017

Ms. Noble  
Director, Professional Development  
Fasken Martineau Dumoulin LLP  
333 Bay Street, Suite 2400  
Bay Adelaide Centre, Box 20  
Toronto, Ontario  
M5H 2T6

Dear Ms. Noble,

Please accept this letter along with the accompanying documents as my application for a summer position at Fasken. In addition to attending the Firm Tour, my conversation with you about the firm has stimulated my interest in Fasken as a workplace. Fasken's dedication to being one of the foremost business law firms in Canada assures me that it would be an ideal home for me to both become a lawyer and grow as a professional. While I have a particular interest in the Corporate/Commercial and Mergers & Acquisitions groups at Fasken, I am also open to exploring other areas such as your firm's Litigation & Dispute Resolution group. My upcoming participation in the Clinical Correctional Law Project will give me an opportunity to develop advocacy and research skills through representing clients at hearings before the National Parole Board and the Penitentiary Disciplinary Courts.

Prior to enrolling in law school, I worked as an associate in the Commercial Banking Group at ABC Bank. As an associate, I managed a portfolio of corporate clients and learned the importance of maintaining existing relationships while always being hungry to solicit new business. I developed analytical skills through performing due diligence on our borrowers and their business industries and providing recommendations to our credit risk management team. Working closely with a Relationship Manager and a Client Support Officer, I learned how to collaborate with other professionals within a team to deliver quality and timely service to our clients. I was able to develop a high comfort level communicating with both colleagues and clients ranging from administrative to executive levels. My experience at ABC has equipped me with a versatile set of skills that I believe are transferable to a legal career and I hope to have the opportunity to further cultivate these skills at Fasken.

My role as VP of Finance of the Law Students Society (LSS) is of great importance to me. Throughout the summer, I have been advising the Club Governance Committee, the Orientation Committee and VP of Activities on funding for several events, including the annual Queen's Welcome Day and our 3-week Orientation. I have been acting as the gatekeeper between club heads and the LSS President and have learned the importance of balancing competing interests in deciding how to allocate the school's funds. I am confident that my role as VP of Finance will strengthen my conflict management and multi-tasking skills, which will prepare me to effectively tackle the potential challenges lawyers face.

Thank you for taking the time to review my application and I look forward to hearing from you.

Sincerely,

Jane Doe

# JANE DOE

XXX Avenue | Apt XXX | Windsor ON | N9B XXX | (519) XXX-XXXX  
XXX Blvd | Toronto ON | M5M XXX | (416) XXX-XXXX  
doe@uwindsor.ca

September 5<sup>th</sup>, 2017

O u0Gqy {ppg'P qdrg  
Director, Professional Development  
Fasken Martineau DuMoulin LLP  
333 Bay Street, Suite 2400  
Bay Adelaide Centre, Box 20  
Toronto, Ontario M5H 2T6

Dear Eowynne:

## Re: 2018 Summer Student Position

Please accept this letter and enclosures as my application for a 2018 Summer Student Position at Fasken. As a law student at the University of Windsor with previous professional experience as an Electrical Engineer, I am interested in a large, full-service firm that will allow me to apply and broaden my wide-ranging skills and interests. Since I studied engineering and was accepted into Windsor Law's Advanced IP & Business Practicum, I am interested in intellectual property but would also like to explore other areas of law. Having followed an inspiring Trial Advocacy course this summer at Monash University in Kuala Lumpur, and having been coached by The Honorable George Law AM QC, I am eager to join a firm with a strong focus on litigation. My entrepreneurial experience of starting a Sole Proprietorship, XYZ Tutoring, led me to a keen interest in business and commercial law.

Prior to entering Law School, I worked for two years at a Toronto Research and Development Consulting Firm, ABC Inc. This experience provided me with the fundamental skills necessary to contribute to your firm next summer and into the future. The work required creativity, analytical thinking, problem solving, large scale presentations, proposals, quotations and meetings with clients, and project management with billable hours. My projects involved the *Green Energy Act*, Smart Grid, FIT, Ontario Energy Board Regulations, software development and financial planning for distribution utilities.

During my undergraduate degree, I excelled as a leader in many extra-curricular activities. I led a committee of five Chairs, 15 Managers, 100 Designers, Security, Engineers, and Construction companies in a year-long project to convert Grant Hall into The Queen's Science Formal. As a dedicated athlete, I swam on and coached the Varsity Synchronized Swimming team. My demanding academic degree combined with my leadership roles improved my time management, organization skills and ability to thrive under pressure.

I am passionate about being actively involved in the community. This year, I have the privilege of being the co-chair of Windsor Law's External Outreach Committee. The committee organizes student volunteers for initiatives including the Soup Kitchen, the Boys and Girls Club and several charity events. I also volunteered at Community Legal Aid as a caseworker and am involved in the Student Law Society as an Orientation Leader, Social Committee member and Law Games 2018 Committee member.

Thank you very much for taking the time to consider my application. I look forward to hearing from you.

Best regards,

Jane Doe

*Encls.: resume, transcripts*

# John Doe

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123 Law Street | Toronto, Ontario, L5M 2K9 | T: (416) 123-3134 | E: johndoe@myemail.ca

August 30, 2017

Gqy {ppg'P qdrg  
Director, Professional Development  
Fasken Martineau DuMoulin LLP  
Bay Adelaide Centre, Suite 2400  
333 Bay Street, Box 20  
Toronto, Ontario M5H 2T6

## **Re: Second Year Summer Student Position – Summer 2018**

Dear Gqy {ppg:

I am currently entering my second year in the Faculty of Law at Queen's University. I am excited at the prospect of joining Fasken and would like to apply for a summer position.

My business-focused background has led to a strong interest in corporate law. However, I enjoyed a variety of the legal subjects in my first year and thus I am confident that Fasken's customized and non-rotational summer program will provide the perfect fit. I had the pleasure of meeting with you during two university OCI workshops, and was impressed by Fasken's commitment to professional development demonstrated by your presence at these sessions. This along with Fasken's collaborative approach to success drives my desire to join your firm.

I am a goal-oriented individual, and I use a combination of my passion and creativity to succeed. While working with in-house counsel to ensure The ABC Foundation's compliance under new legislation, I crafted unique by-laws that were customized to meet both the needs of the foundation's directors, and new legislative requirements. Furthermore, while chairing a national business conference, I brought a novel strategy to my executive team which enabled them to secure the largest sponsorship budget in conference history. By leading these initiatives, I shared my passion and creativity to generate a collegial atmosphere where our teams found solutions to complex problems. I am confident that these traits will allow me to thrive in the innovative and team-oriented culture present at Fasken.

Fasken is also dedicated to maintaining its strong client relationships. As a Territory Manager at ABC QTG, I handled the needs of over 200 customers and implemented customized solutions to increase territory sales. This experience allowed me to develop strong negotiation and prioritization skills, which I firmly believe will enable me to uphold Fasken's tradition of service excellence.

Thank you for your consideration, and I look forward to the opportunity to meet with you in October.

Sincerely,

John Smith

# John Doe, P.Eng

John.Doe@uottawa.ca • 202 Legal Street, Ottawa, ON K9E 7B9 • 613.555.5555

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August 29, 2017

Ms. Ggy {ppg"P qdrg"  
Director, Professional Development  
Fasken Martineau DuMoulin LLP  
333 Bay Street, Suite 2400  
Toronto, Ontario M5H 2T6

Dear Ms. P qdrg:

## **Re: Application for 2018 Summer Student Position**

Please accept this letter and enclosures as an application for summer employment at Fasken. I am currently enrolled in the University of Ottawa's Common Law program. As you may recall, I attended your firm tour in July. During the reception I had the pleasure of talking to many members of the Fasken team including yourself and Jane Doe. These conversations were extremely insightful and helped contextualize the research I had conducted on the firm. While I feel drawn to litigation, I like the idea that as summer student I have the opportunity to tailor my experience to see if there are any other areas of practice, such as securities or real estate, that pique my interest. Most importantly, during the event I felt an instant comfort level with the professional environment at Fasken. Having worked as an engineer for five years prior to attending law school, I understand the importance of a positive, cohesive work environment. I believe I would be working under both such conditions at your firm. The prospect of this is a major reason why Fasken is my top choice for summer employment.

As we discussed, I spent the past summer working extensively with John Smith in the legal department at ABC Group Inc. Having the opportunity to work closely with John and other experienced lawyers has had a positive effect on the development of my fundamental legal skills such as research and writing. From the beginning of the summer I was given a high level of responsibility for my work. Undertaking work and receiving input from the ABC lawyers helped streamline my legal thought process and improve my analytical abilities. Working closely with Mr. Smith and others in the legal department also helped me appreciate the many intangible attributes an effective lawyer should possess, including, high ethical and professional standards. The highlight of my summer came when I was given the opportunity to run a small claims trial. I believe my summer experience with ABC has provided me with a solid legal base on which I hope to continue to build at Fasken.

Prior to law school, I spent nearly four years working as a project manager for XYZ in Toronto. This position required that I learn to be organized and use my time efficiently. It also insisted that I be able to identify stakeholder interests and forced me to use creative problem solving when those interests conflicted with the execution of a project. Managing the construction phase of projects taught me to always be prepared for unanticipated hurdles and how to think on my feet when unforeseen circumstance arose. Most significantly, being a project manager taught me the importance of taking ownership in my work and the accountability that comes with being ultimately responsible for the success or failure of a project.

I believe the attitude, work ethic and knowledge my past employment has imparted to me would make me a valuable and contributing member of the Fasken team. I look forward to discussing any questions you might have regarding my qualifications. Thank you for your time and consideration.

Regards,

John Doe, P. Eng

**Jane Doe**

123 Richmond Street, Apt 456 • London, ON N3Q 7A8 • 416.555.5555 • [jdoe@uwo.ca](mailto:jdoe@uwo.ca)  
Home: 112 Yonge Street • Toronto, ON L4G 8K9

September 1, 2017

Ms. P[ ^ ] } ^ ^ P[ à ] ^  
Director, Professional Development  
Fasken Martineau DuMoulin LLP  
333 Bay Street, Suite 2400  
Toronto, Ontario  
M5H 2T6

Dear Ms. P[ à ] ^,

I am pleased to enclose my application for a 2018 summer student position. My interest in Fasken was confirmed after I attended the Resume and Interview Preparation Workshop. Mr. Doe was extremely helpful and the multiple workshops held throughout the afternoon offered me insight into the culture at Fasken.

I am entering my second year of law at Western University, having completed my first on the Dean's Honours List. Prior to law school, I completed my Bachelor of Arts at New York University and my Masters of Science at Columbia University.

I greatly enjoyed the six years that I spent in New York; however, my intention was always to return to Toronto for my professional career. I believe that working at Fasken will allow me to continue my professional development and train with the best in the legal profession. Since this is my 3<sup>rd</sup> degree, I realize that law is my niche. I thoroughly enjoyed my first year of law school and I am energized every time I solve a challenging legal problem. I know that by working at Fasken, I will continue to experience the excitement of thinking through the complexities of law.

This summer I am working for both the Dispute Resolution Centre (DRC) and Community Legal Services (CLS). As the DRC Student Coordinator, I am responsible for managing all of the community outreach projects, student recruitment, updating the mediation and negotiation curricula and managing all of the administrative duties. In addition, I have conducted approximately 100 intakes with residents of the London and Middlesex communities and I have mediated several disputes. I also carry a caseload of clients from CLS spanning multiple practice areas. Managing these multiple responsibilities and obligations required that I develop my legal knowledge and skills in a fast paced environment while maximizing quality outputs by being organized and having strong time management skills.

Given Fasken's reputation of excellence in all of your practice areas, summering and articling with you will give me the opportunity to determine in which area of law I will best excel. At this point, I am open to all areas of practice. That said, my favourite first-year course was Contract Law. I was pleased to have my bias reinforced when my Professor distributed my mid-term exam to the class of 80 students, to be used as an example in preparation for the final exam.

I hope that you, like me, believe that I am a strong candidate for your firm. I look forward to hearing from you and to hopefully meet you through the selection process.

Sincerely,

Jane Doe

# Jane Doe

555 Law St., Toronto, Ontario A1B 2C3  
janedoe@email.com  
555.555.5555

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September 1, 2017

Ms. Ggy {ppg'P qdrg  
Director, Professional Development  
Fasken Martineau DuMoulin LLP  
Bay Adelaide Centre  
333 Bay Street, Suite 2400, Box 20  
Toronto, Ontario M5H 2T6

Dear Ms. P qdrg:

## **Re: Second Year Summer Student Position 2018**

I am a second year student at Osgoode Hall Law School and I am writing to express my interest in Fasken, a preeminent business law firm with a collaborative approach. Please accept this letter and the attached résumé and transcripts as my application.

My experiences have equipped me with a foundation of skills and attributes that will enable me to contribute significantly to the Fasken team. I have honed excellent prioritizing and organizational skills by successfully participating in my community, maintaining part-time employment, and achieving academic success. My longstanding employment with the City of Toronto is indicative of both my commitment to my employer and their confidence in my communication, leadership, and collaboration abilities by promoting me to a supervisory role in a high-pressure setting. In this capacity, I think quickly and act calmly to respond to potentially life-threatening situations and coordinate and support a team of staff as emergency care is provided. I also deliver first-rate client service by developing relationships, anticipating needs, and meeting expectations. I have cultivated analytical skills by examining programs, identifying gaps, and proposing new initiatives. Through my employment and extracurricular activities, I have demonstrated the faculty necessary to work successfully with people from diverse backgrounds. I communicate in a clear and concise manner and am sensitive to my audience.

Fasken's excellent reputation, diverse practice, and strong client focus make it an ideal place to learn and grow as a lawyer. Based on my work and volunteerism activities, I have an interest in labour and employment law as I gravitate towards direct interaction with people, however, I am still eager to explore work in other practice areas as I am looking for a broad experience before determining the path of my legal career. I was also drawn to the firm when I learned that students are encouraged to participate in a secondment to further expand their experience of the legal field. At Fasken, I would welcome the variety of work and level of responsibility students are given. I would work diligently to ensure that my teams were successful and contributed to the firm.

I believe that I possess the initiative, work ethic, strong interpersonal skills, and enthusiasm that will make me a valuable addition to your team at Fasken, both as a student and later as a lawyer. I look forward to discussing the position with you. Thank you for your consideration of my application.

Best,

Jane Doe



**Jane Doe**

123 Bay Street, Toronto ON, M1K 3E4  
(647) 123-4567 • jane.doe@hotmail.com

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August 13, 2017

Ms. Jane Doe  
Director of Professional Development  
Fasken Martineau DuMoulin LLP  
Bay Adelaide Centre, Suite 2400  
333 Bay Street, P.O. Box 20  
Toronto, ON, M5H 2T6

Dear Ms. Jane Doe,

**Re: Application for 2018 Summer Employment at Fasken**

I am a second year student at the University of Toronto Faculty of Law, and will be graduating with my Juris Doctor in April 2019. Please accept my cover letter, resume, undergraduate academic transcript, and statement of law school grades as my application for a summer position at Fasken.

I am interested in working for Fasken because of your reputation for excellence in numerous legal practice areas. Having always possessed a keen interest in litigation, I feel that the diversity of high-quality commercial and civil litigation services offered by Fasken makes your firm an excellent place for me to pursue this interest. I am also interested in competition law, and mergers and acquisitions, and Fasken's proficiency in these practice areas would provide a great means to pursue my interests. I was fortunate to speak with Jane Smith at this year's Career Fair, and she informed me of the teamwork atmosphere of your firm as well as the flexible and tailored summer programs. Together with the secondment opportunity offered to summer students that was recently described to me at the Resume and Interview Workshop I attended, these qualities make working for Fasken of foremost interest to me.

My extracurricular, employment and educational experiences have equipped me with personal and professional skills that will enable me to positively perform as a summer student and into the future at Fasken. My interest in litigation guided my decision to explore different areas of advocacy during my first year of law school. For example, I volunteered as a caseworker in the criminal law division at Downtown Legal Services, where I had the opportunity to gain practical advocacy and litigation skills. I also participated in the Trial Advocacy program. This experience enabled me to hone my legal argumentation and verbal reasoning skills. My previous work in the restaurant service industry has facilitated the strengthening of my interpersonal and communication skills. During this past summer, I enhanced the legal research and writing skills I learnt during my last year of academic study as a research assistant at a law firm. Lastly, my undergraduate and law school education thus far, has taught me that I enjoy intellectual challenges and that I can effectively manage my time.

While it is early in my legal career, I am eager to use my strengths, skills and keen willingness to learn on behalf of you and your clients. I am confident that my strong work ethic, goal-oriented and client-focused attitude, and compassionate disposition will enable me to make a valuable contribution to Fasken. I look forward to any opportunity to discuss potential employment with you. Thank you for your time and consideration.

Sincerely,

Jane Doe