

Legal Resumes & Cover Letters for Alumnae/i

There is no single way to set up a resume. Of the many acceptable resume formats, you will need to determine which format best represents you and your experience. However, there are some general rules you should keep in mind:

1. Prospective employers typically take 10-30 seconds to initially review your resume; make sure your resume is arranged so that a good impression can be gained by a quick glance. Judicious use of white space will allow the reader's eyes to be drawn to key words; don't try to fit so much on a page that it becomes difficult to read. Use of bullets is a good way to draw attention to your various accomplishments.
2. Use of phrases, not complete sentences is preferable (avoid the use of personal pronouns).
3. Use active verbs (e.g. developed, researched, managed, administered, etc.), not passive verbs
4. Limit your resume to one page *unless* you have extensive or unusual education and experience; if you have practiced for several years or more, a two page resume may be necessary. If your resume is two pages, include your name and "Page 2" on the second page, at the top right.
5. Stick with an easy-to-read font. Using less than a 10 pt. font is not recommended.
6. Be sure to spell check your resume and read it backwards to catch any and all mistakes.
7. Test-market your resume before printing it. Ask others to read it and get feedback on the impression it makes. It is extremely helpful to have someone who does not know you well read it.

CONTENT

- **Contact Information:** This information should be placed prominently at the top of your resume. If you use a cell phone number as a method of contact, make sure you only answer unknown numbers when you are in a quiet place. The inclusion of an e-mail address is recommended; your home e-mail would be best (be careful about using a work e-mail; many employers monitor employee e-mail).
- **Objectives and Personal Information:** No statement of objective is necessary on legal resumes. You can better address your objectives in a cover letter or at an interview.
- **Admission to the Bar:** If you have recently passed a state bar exam and/or have multiple state bar admissions, you may want to indicate this on your resume. However, it is not essential that this category be included; most legal employers assume that you are licensed or will be shortly (if they hire you, many employers will also verify your bar membership).

If you choose to include a bar admission section, you can place it at the top of your resume, below the name/address heading and before your first substantive category, or towards the bottom, after Education/Experience. Although this section does not necessarily need a "heading" some people include one such as: "Bar Admissions" or "Bar Membership." Examples of how bar admission can be stated under the chosen heading are:

Awaiting Admission to Illinois State Bar
Passed Illinois Bar Exam, July 2009
State of Illinois, November 2009
United States District Court, Northern District of Illinois, 2008
Member, Illinois State Bar

- **Education vs. Legal/Professional Work Experience:** If you have practiced for less than two years, it is advisable to list “Education” as the first substantive category on your resume. After two years, “Legal Experience” should become your first category and “Education” should be moved to the end of your resume. Whichever category you list first, the entries within it should be listed in reverse chronological order with your most recent employment (or degree granting institution) first.

In describing your jobs, be as explicit as you are able while still being concise. If you are a trial attorney, you may want to list the number of jury or bench trials you have tried, an argument before the Supreme Court or any other significant experience. If a transactional attorney, perhaps you’ll want to mention a particularly significant or complex deal, negotiation or contract (this does not necessarily mean mentioning a client name).

Use action words as much as possible to describe your accomplishments (e.g., supervised, interviewed, analyzed, researched, drafted, organized.) This is preferable to saying "responsibilities included...." or using the word "duties." List substantive areas of law, types of legal documents which you have drafted and responsibilities which you have been given. Continue this section with any previous legal employment; if you are a relatively inexperienced attorney, you will want to include all jobs that are relevant to your legal training including volunteer and extern positions.

If you are responding to an advertisement that requires your salary history, you should address the issue in your cover letter

- **Other Professional Experience:** These positions should be outlined in exactly the same manner as legal experiences. Elaborate on the skills which you developed which overlap into the legal field. Tasks may or may not translate from career to career but skills will always be transferable.
- **Educational Background:** If you have not practiced long and are beginning your resume with “Education” you will want to include law school related information, such as grades/class rank; journal membership; Moot Court; externships; merit scholarships; student organization membership or office; etc. If you have been out of school for two to three years or more, you can limit the information provided, but by all means do include things like graduating with honors, *Law Review*, Moot Court, Certificate Programs (if relevant to your current job search), etc.
- **Publications:** List them in a separate “Publications” section. Be sure to use correct citations. Also, be aware that if you list an article, a prospective interviewer may read it. If you include publications, and it has been awhile since you have read any of them yourself, be sure to read them before embarking on any interviews. If you have a significant number of publications and they take up too much room on your resume, create a separate addendum to your resume.
- **Professional Associations:** Membership and offices held in professional organizations should be listed in this separate category. Always mention legal organizations first.
- **Special Skills/Language Proficiency/Interests/Other Activities:** If you have foreign language proficiency, unusual or interesting hobbies, athletic abilities, and/or there are community organizations in which you actively participate, you may want to include this on your resume. These items can be listed consecutively so that they do not take up more than a couple of lines.
- **References:** On your resume, the phrase, “References Available Upon Request,” is not necessary. Rather, references should be listed on a separate sheet of paper and contain the name and contact information of two to three professional references who can speak about your abilities & skills,

experiences, professionalism, etc. You should bring your list of references with you to each interview so that you are ready if the interviewer requests them.

- **Confidentiality:** It is appropriate to include a statement, at the very bottom of your resume, requesting that a prospective employer not contact a current employer. "Confidentiality with regard to present employer requested" *or* "It is requested that current employer not be contacted." The same request should also be included in the cover letter which is sent with your resume.

SCANNABLE RESUMES

Electronic applicant tracking is a new technology being used by some in the recruiting industry. Although some legal employers have not yet keyed into this type of recruiting, others, such as large corporations and headhunters, have. Seeking candidates through on-line resume posting services is one of their "sourcing" methods. When creating a scannable resume, the following tips will help you to create the ideal resume which can be read by a computer.

- Use white 8 ½ x 11 paper, black ink
- Provide a laser printed, clean original
- Do not fold, staple or paperclip
- Use standard typefaces such as Arial, Helvetica, Futura, Univers, Times, Optima
- Use a font size of 12 to 14 points
- Don't condense spacing between letters
- Use boldface type and/or all capital letters for section headings.
- Be sure that letters do not touch each other
- Avoid fancy treatments such as italics, underline, shadows, and reverses
- No pictures/graphics
- Maximum of two pages
- Avoid vertical and horizontal lines, graphics and boxes
- Avoid two column format or resumes that look like newspaper columns
- Place your name at the top of each page
- Use standard address format below your name

In searching their candidate database, employers may look for people either by name, title, or specific skills and experience and they may use "key words" such as lawyer, manager, employment law, writer, insurance, claims, negotiations, etc. The key words they use in this type of search tend to be nouns rather than verbs, so use nouns to describe your qualifications. Also, describe your work experience with concrete words rather than vague descriptions. Increase your list of key words by including specifics.

You can find more information on electronic resumes in books like *CareerXRoads: The Directory to Job, Resume and Career Management Sites on the Web* by Gerry Crispin and Mark Mehler.

FUNCTIONAL RESUMES

Although the "chronological" resume discussed in this handout is the type most commonly used in the legal profession, a "functional" resume can work well if you are switching careers or have been out of the workforce for awhile. In a functional resume, employers and employment dates are generally downplayed and the skills and achievements that are relevant and will transfer to the position (or industry) you're applying to are highlighted and used as resume section "headings." Examples of skills that a lawyer could highlight when moving to another industry might be "Management" skills, "Training" skills, "Counseling/Advising" skills, and "Writing" skills." Headings on a functional resume are always tailored to a specific position or industry, as well dependent on an individual's actual work experiences and, therefore, will vary greatly from individual to individual.

You should still show your employment history on a functional resume but you should list it toward the bottom after your skills and achievement sections and include only employer name, job title, and years of employment. For more information about functional resumes, please see the references listed below.

SAMPLE RESUMES

Attached are samples of different resumes that may prove helpful to you as you plan your resume.

For sample resumes geared toward alternative career searches, see **Alternative Careers for Lawyers** by Hillary Mantis, Random House, Inc., 1997, Chapter 7.

For a good example of cutting back on extraneous jobs, see the before and after resumes in **Changing Jobs: A Handbook for Lawyers in the New Millennium**, edited by Carol M. Kanarek, ABA, 3rd Edition, 1999.

For samples of different styles of resumes (chronological, functional or targeted) and when to use which style, see **What Can You Do With a Law Degree** by Deborah Arron, 4th Edition, 2003.

RUSTY SABICH
1000 Park Place
Chicago, IL 60606
312-555-1212

Licensed to Practice, State of Illinois, November 2008

EDUCATION

Chicago-Kent College of Law, Chicago, IL
Juris Doctor, May 2008

- CALI Award for Highest Grade in *Torts*
- "A" grades in all *Legal Writing* courses
- Charles Evans Hughes Moot Court Competition - Semi-Finalist
- Dean's List, 4 semesters
- Chicago-Kent Mentor Program

University of Wisconsin, Madison, WI
Bachelor of Arts in Journalism/Public Relations, May 2000

- Tau Kappa Epsilon Fraternity - Social Chair & Homecoming Chair

LEGAL EXPERIENCE

Law Offices of Neal M. Goldberg, Chicago, IL
Senior Law Clerk, May 2006 - June 2008

- Assisted attorneys in all aspects of transactional and litigation practice
- Researched and drafted legal memoranda in the areas of contracts, real estate, trademarks and other civil litigation
- Drafted answers, complaints, responses, motions and settlement agreements
- Assisted attorneys at real estate and commercial loan closings
- Filed pleadings at state and federal courts

Chicago-Kent College of Law, Chicago, IL
Legal Writing Teaching Assistant, September 2006 - May 2007

- Developed, researched and drafted assignments
- Prepared sample memoranda
- Graded student assignments for cite-form, grammar and substance

Clausen Miller P.C., Chicago, IL
Document Clerk, August 2005 - April 2006

- Assisted attorneys and paralegals with document production and trial preparation
- Organized and coordinated legal files

The Honorable John A. Nordberg, U.S. District Court, Northern District of Illinois
Judicial Extern, Summer 2005

- Assisted in researching and drafting judicial opinions for cases involving racial and employment discrimination, constitutional rights violations and ERISA

PROFESSIONAL EXPERIENCE

American Family Insurance Company, Arden Hills, MN
Casualty Claim Analyst, June 2000 - July 2004

- Negotiated with policyholders, claimants and attorneys to evaluate and settle personal injury, no-fault and property damage insurance claims

ABBY CARMICHAEL

100 W. Madison, #3
Chicago, Illinois 60606

(312) 555-1000
acarm@aol.com

LEGAL EXPERIENCE

Life Span Center for Legal Services, Chicago, Illinois

Attorney, June 1998 - Present

Represent victims of domestic violence in their petitions for orders of protection, divorce, child custody and support. Advocate in criminal court proceedings and immigration matters. Conduct training on domestic violence issues throughout the community.

Legal Assistance Foundation of Chicago, Chicago, Illinois

Public Interest Law Initiative Intern, Summer 1997

Law Clerk, January 1996 - May 1996 & September 1997 - May 1998

Researched and drafted briefs and memoranda in the areas of housing, unemployment and welfare benefits. Represented clients seeking emergency and plenary orders of protection. Assisted in all areas of litigation.

Cook County Office of the Public Defender, Chicago, Illinois

711 Law Clerk, August 1997 - May 1998

Handled caseload under supervision of Assistant Public Defender. Represented indigent clients in criminal court matters.

The Law Offices of Chicago-Kent, Chicago, Illinois

Richard Kling, Supervising Attorney

Criminal Law Clinic Legal Intern, August 1996 - May 1997

Performed legal research and wrote legal memoranda in federal and state criminal law cases. Interviewed clients and witnesses to obtain and verify facts of case. Assisted in pre-trial court appearances.

La Raza Centro Legal, San Francisco, California

Summer Legal Intern, June 1996 - August 1996

Paralegal/Education and Outreach Coordinator, August 1993 - July 1995

Worked with low-income, Spanish speaking clients. Assisted attorneys in all areas of housing and employment litigation, immigration matters and advocacy for earthquake relief funds. Recruited and trained law students.

EDUCATION

Chicago-Kent College of Law, Chicago, Illinois

Juris Doctor, May 1998

Bar and Gavel Society Public Service Award

National Association of Public Interest Law - Vice President, Midwest Regional Coordinator

Kent Justice Foundation - Co-Chair, Treasurer

University of California, Berkley, California

Bachelor of Arts in Political Science and Spanish, May 1993

LANGUAGES

Fluent in Spanish

ALLY McBEAL

789 North Tenth St. • Elgin, IL 60120 • (847) 555-0100 • amcbeal@yahoo.com

LEGAL EXPERIENCE

General Counsel and Executive Vice President, January 1996 - Present

DiBattista Gallery, Inc., Schaumburg, IL

- Oversee all business operations, including product development, strategic planning and marketing, quality control, sales, and distribution.
- Manage outside counsel, review and negotiate all contracts and handle all commercial litigation
- Created and handled all aspects of maintaining Subchapter AS corporation
- Research tax issues and prepare tax returns and all government filings
- Write copy for promotional materials, such as brochures and press releases
- Developed computer database for marketing, sales, and finance departments

Attorney, January 1994 - January 1996

Berensen Products, Inc., Chicago, IL

- Served as in-house attorney for manufacturer of cosmetic and hair care products
- Negotiated and drafted contracts, including Talent and Artist Usage Rights, Sales and Distribution, Licensing and Private Label, Advertising, and Real Estate
- Managed product liability risk management program
- Hired and supervised outside counsel for product liability and commercial litigation
- Reviewed all product communication, advertising, promotional material, labeling and copy for trademark, FTC and FDA problems
- Provided support to senior-level management and to sales, marketing, and human resources departments

Solo Practitioner, December 1991 - December 1993

- Built client base for diversified legal practice limited to commercial, contract, labor, corporate, worker's compensation, and entertainment law
- Argued motions and litigated before the Circuit Court and Industrial Commission
- Assisted attorneys with depositions and court calls on contract basis

Legal Assistant, August 1985 - November 1991

Marks, Williams & Polk, Chicago, IL

- Performed legal research on issues pertaining to divorce and contract law
- Drafted pleadings, briefs, motions, and correspondence
- Assisted attorneys with trial preparation

EDUCATION

Juris Doctor, May 1991

Chicago-Kent College of Law, Chicago, IL

Master of Arts in Humanities, May 1985

Bachelor of Arts in Telecommunication and Humanities, May 1983

University of Illinois, Champaign, IL

PERRY MASON
430 North Wabash Avenue #1212
Chicago, Illinois 60611
(312) 555-0001 • pmason@msn.com

LEGAL EXPERIENCE

ALLEN, BEST & COLBY, Chicago, Illinois
Associate Attorney, November 1998-Present

- Counsel clients in intellectual property and related business matters.
- Draft patent, trademark, and copyright applications.
- Prosecute trademark applications and assist in prosecution of patent applications.
- Draft license agreements, opinion letters, pleadings and motions.
- Conduct factual investigations; research and write legal memoranda.
- Participate in settlement negotiations; make routine court appearances.
- Interview potential clients.

ENGINEERING EXPERIENCE

DONNELLY COMPANY, Madison, Wisconsin
Senior Applications Engineer, July 1993-July 1995

- Provided technical expertise for custom applications of overhead airbreak and vault type gas-insulated switchgear with annual sales of \$12 million.
- Created and implemented business plans and marketing strategies.
- Instrumental in acquiring \$2.2 million contract with Canadian national utility.

WISCONSIN POWER & LIGHT COMPANY, Madison, Wisconsin
Construction Services Engineer, June 1990-July 1993

- Negotiated, engineered, and coordinated construction of electric distribution facilities with annual costs of \$1.5 million.
- Major projects included a 2,500 unit subdivision and a 750 kva transformer vault with automatic transfer switching.
- Acted as Team Leader in Quality Improvement Program.

EDUCATION

CHICAGO-KENT COLLEGE OF LAW, Chicago, Illinois
Juris Doctor with Honors, May 1998
Certificate in Intellectual Property

- Top 11% -- GPA: 3.56/4.00
- Moot Court Honor Society Member
- 1995 Cardozo/BMI Copyright Moot Court Competition, Best Team Runner-Up

UNIVERSITY OF WISCONSIN, Madison, Wisconsin
Bachelor of Mechanical Engineering, May 1990

BAR ADMISSIONS

State of Illinois, 1998

United States District Court, Northern District of Illinois, 1999

CHRISTOPHER PAGET
10000 South First Avenue
Chicago, Illinois 60606
773-555-0000
cpaget@earthlink.net

Admitted to Illinois Bar, November 1997

LEGAL EXPERIENCE

Jackson, Sloan, Riley, and Bird, Chicago, IL

Litigation Associate, September 1997 to Present

Handle commercial litigation cases, including bankruptcy, employment discrimination, consumer fraud, insurance defense, collections, and breach of contract, in federal and state courts. Draft pleadings and discovery. Conduct depositions, arbitration hearings, contested evidentiary hearings, complex motions, and bench trials. Research and draft appellate briefs.

Summer Associate/Law Clerk, May 1996 to July 1997

Conducted legal research; drafted motions, discovery, and legal memoranda.

U.S. District Court for the Northern District of Illinois, Chicago, IL

Judicial Extern for Hon. John F. Berg, January 1996 to May 1996

Researched and wrote memoranda and draft judicial opinions under supervision of Judge Berg and his clerk. Observed trials and hearings.

Law Offices of Chicago-Kent, Chicago, IL

Richard Gonzalez, Supervising Professor

Legal Intern, Summer 1995

Prepared memoranda, motions, and discovery in employment discrimination cases. Assisted with witness preparation for depositions and at administrative hearings.

Chicago-Kent College of Law, Chicago, IL

Professor Marc Grinker

Legal Writing Teaching Assistant, Spring 1995

EDUCATION

Chicago-Kent College of Law, Chicago, Illinois

Juris Doctor with Honors, May 1997

Class Rank: Top 15%

Raymond J. Ott Academic Scholarship

Elmhurst College, Elmhurst, Illinois

Bachelor of Arts in Business Administration, May 1993

ELINOR FRUTT

1009 State Street Lombard, Illinois 60661 Business: 312.555.1212 Home: 708.555.1414 efrutt@aol.com

CAREER SUMMARY

Health care lawyer with general counsel, litigation, risk management and clinical background. Experienced legal advisor to senior management regarding strategic initiatives, corporate compliance and risk/litigation issues. Practice areas include: health care corporate, medical malpractice defense, contract analysis, employment law, managed care, Medicare/fraud and abuse, tax exemption issues, peer review, administrative and regulatory matters.

PROFESSIONAL EXPERIENCE

ST. FRANCIS HOSPITAL OF EVANSTON

Vice President of Legal Affairs

Director of Risk Management/Legal Counsel

Evanston, Illinois

1992 - Present

1990 - 1992

Responsible for all general corporate matters, litigation/risk management, physician contracting, contract negotiation/review (including managed care, real estate, vendor, software, affiliation agreements). Legal advisor to the Board of Directors, Medical Staff and Hospital management regarding risk issues and strategic initiatives.

- Developed hospital-wide corporate compliance program and served as Chair of Compliance Committee
- Served in a leadership role in formation and reorganization of a physician-hospital organization
- Represented hospital before the Illinois Department of Human Rights, the Equal Employment Opportunity Commission and other regulatory and licensing agencies.
- Implemented outside counsel guidelines and case budgets to control legal expenses.
- Advised senior management and Board of Directors regarding guidelines for hospital-physician transactions.
- 80% success ratio at trial of professional liability cases; settlements within 90+% of established reserves.
- Coordinated defense of pending litigation with outside counsel.

JOHNSON & BELL, LTD.

Attorney at Law

Summer Associate/Law Clerk

Chicago, Illinois

1988 - 1990

1987 - 1988

Managed all aspects of pretrial discovery, including depositions and motion practice, in medical malpractice and general liability cases. Oversaw medical records review in toxic chemical exposure case involving 60+ plaintiffs. Conducted legal and medical research.

MERCY HOSPITAL AND MEDICAL CENTER

Legal Department Extern

Researched medical and legal issues, claims investigations, analyzed contracts.

Chicago, Illinois

January - May 1988

CRESCENT COUNTIES FOUNDATION FOR MEDICAL CARE

Review Coordinator in Medicare PRO Program

Naperville, Illinois

1985 - 1987

RUSH PRESBYTERIAN ST. LUKES MEDICAL CENTER

Staff Nurse in Surgical Intensive Therapy/Surgical Nursing

Chicago, Illinois

1981 - 1984

EDUCATION

CHICAGO-KENT COLLEGE OF LAW

Juris Doctor

Chicago, Illinois

May 1988

UNIVERSITY OF ILLINOIS AT CHICAGO

Bachelor of Science in Nursing

Chicago, Illinois

June 1981

Cover Letters

For your cover letter to be effective, you need the following three key ingredients:

- **Investigation.** Research the firm or organization. Utilize the multitude of resources available in the Career Services Office and on-line to increase your knowledge of the employer.
- **Individuality.** Use the information you obtained about the employer to tailor your background and interests to the employer's needs and specific law practice. Avoid the pitfall of sharing what you hope to personally gain from working with the firm. Instead, put yourself in the place of the employer and ask the pertinent question: What do I have to offer that would be of benefit to the firm or organization?
- **Impeccable writing.** Demonstrate your strong writing skills by conveying your thoughts in comprehensible sentences, written with correct grammar and spelling.

The ideal cover letter is no longer than one page and consists of 3-4 paragraphs: introduction, body, and closing. It should be formatted like a business letter and printed on the paper you're using for your resume. Address your letter to the person in charge of hiring. If you do not know who this person is, call the firm or organization and ask for his/her name. Make sure that the spelling of the individual's name, firm or organization and job title are correct.

FIRST PARAGRAPH: *THE INTRODUCTION*

The goal of the first paragraph of the cover letter is to capture the employer's attention, giving him/her reason to continue reading the remainder of your letter. Within this paragraph, you need to state your purpose for writing to the employer; and generally, there are three situations that would prompt you to send a resume and a cover letter to an employer.

- **Referral.** If you obtained the employer's name through a contact who is well known to the employer or to the organization, mention his/her name in the first paragraph. "Mr. John Smith recommended that I contact you about an associate position in the litigation department of your firm." Make sure, however, that your contact gives you permission to use his/her name in your letter before sending it to the prospective employer.
- **Job Posting/Advertisement.** When responding to a job posting or advertisement, indicate what position you are seeking and from where you found out about the opening. "I am a recent graduate of Chicago-Kent College of Law and I am interested in the entry level attorney position that was posted on the Career Services web site."
- **Targeted Mailing.** If you were not recommended by a contact, and you did not find out about a position through a posting, then you are sending an unsolicited resume and cover letter to an employer for whom you'd like to work. In this first paragraph, you should introduce yourself as a recent graduate or experienced attorney and indicate the type of position for which you are applying. Most often, the best opening statement for a cover letter of this sort mentions your strongest qualification or the one most related to the

prospective employer. Here, research plays an even greater role in the effectiveness of the cover letter than in the previous two situations. “I am a recent graduate of Chicago-Kent College of Law with a strong interest and extensive academic training in labor law. I am eager to put my skills to work and I would like to pursue an entry level attorney position at your firm.” - or, better yet - “After reading the July issue of the *ABA Journal* I was very intrigued by your recent work with the Teamsters Union Local 705. I am a recent graduate of Chicago-Kent College of Law where I obtained a Certificate in the Labor and Employment Program. I have a strong interest in labor issues and I would welcome the opportunity to work with you as an entry level attorney.”

BODY PARAGRAPH(S): *THE MEAT AND POTATOES*

The second paragraph (and third, if necessary) reveals information about yourself and how it relates to the needs of the employer. Your research of the firm or organization is significant at this point for it provides you with a means to link your background to the law practice. You can highlight and elaborate on things mentioned in your resume, or discuss experiences that are more suitable for a cover letter than a resume, such as your plans to move to the city in which the employer is located or high grades in a particular course. Keep in mind that employers are looking for the quality, not necessarily the quantity, of your background, so choose the experience and background you will discuss with care.

While writing the body of the cover letter, it is important to support your statements with examples. For instance, instead of simply stating, “I have excellent communication skills,” you could elaborate with, “As a manager for ABC Ltd., I prepared instructional materials and facilitated 3-day training workshops for groups of 5 to 50 supervisors.” Provide enough evidence to illustrate your statement, but avoid the temptation to reiterate every entry on your resume.

LAST PARAGRAPH: *THE CLOSING*

The last paragraph is a direct request for a personal interview. “I would be pleased to discuss further details of my legal background in a personal interview.” - or - “I would appreciate the opportunity to meet with you and discuss how my background might fit your needs.” Make it easy for the employer to schedule a meeting.

FOLLOW UP

Additional correspondence – whether mailed, e-mailed or faxed – should be followed up with a phone call to ensure that the employer received your materials. If you have not heard from the employer after waiting two weeks for a response, you may write to him/her again and repeat your interest, asking if you can provide additional information. Sometimes, following up with a phone call is more successful. Call the person to whom you wrote and ask him/her if you can meet and talk about your qualifications and how they might contribute to the firm or organization.

ADDITIONAL CORRESPONDENCE

The most important letter to send is a thank you letter after an interview. The thank you letter provides you with the opportunity to express your appreciation for the time and information given to you during your interview and to reiterate your interest in the firm or organization. See the handout entitled *Interviewing & Thank You Notes* for more guidance. The content of additional correspondence can be very short, but should follow a business format similar to the cover letter.