

Comment rédiger une « *cover letter* » en anglais

The cover letter is the first writing sample an employer will view so it should be brief (preferably one page), persuasive, well-reasoned, and grammatically perfect.

IN GENERAL, A GOOD LETTER :

- Tells the employer who you are (e.g. a student/trainee-lawyer at EFB) and what you are seeking (e.g., an internship or training position);
- Shows that you know about the particular employer and the kind of work the employer does (i.e., civil or criminal work, corporate, antitrust litigation)
- Demonstrates your writing skills
- Demonstrates your commitment to the work of that particular employer,
- Conveys that you have something to contribute to the employer;
- Tells the employer how to get in touch with you by email, telephone, and post.

Although there are many ways to draft a cover letter, the following format is just one of many suggestions which has worked well for students in the past.

- Opening- In the first paragraph of your cover letter, introduce yourself; explain what stage you are at in your education and experience, states that you are applying for a training or internship and how you know of them.
- Explain why you are sending your resume/cv to the employer : “I am a trainee-lawyer at the EFB and am seeking a position with your organization/firm for the summer – or (six month training period) beginning ‘month’ – 2024”
- Use the second paragraph to explain your interest in the employer, including your interest in the employer’s geographic location, reputation, specialty area, or public service. This is the paragraph that you should customize for each specific application based on the research you have done on the employer. Make it clear why you want to work in the particular area of law the firm focuses on. For example, if it’s a business firm you’ll want to show them any work experience you’ve had at other business firms. Show off your research about the firm by explaining your interest in their main practice areas and if possible current cases they have.
- In the final paragraph, stress why this employer should employ you. Indicate to them how you would integrate with their particular firm/organization. Elaborate on the qualifications and skills that you possess that will make you an exceptional intern or attorney for them. You should thank the employer for interview. You may wish to state that you will contact the employer in a couple of weeks to follow-up and then actually do so.