

Duke LL.M. Sample Cover Letter

1101 University Drive, Apt 5B
Durham, NC 27708

October 2, 2008

Robert G. DeLaMater, Esq.
Sullivan & Cromwell LLP
125 Broad Street
New York, NY 10004-2498

Dear Mr. DeLaMater:

I am attending the LL.M. program at Duke University School of Law and will receive my degree in May 2009. After my graduation, I would like to work in the U.S. for up to a year before I return to my law firm in Japan. I am particularly interested in the possibility of an internship position at Sullivan & Cromwell because of its preeminent U.S. legal practice in Tokyo.

I received my first law degree with honors from Waseda University in Tokyo. After I was admitted to the Japanese Bar in 2004, I began working for Nagashima Ohno & Tsunematsu (NO&T) in Tokyo, the largest and most reputable law firm in Japan. My practice primarily focused on general corporate matters as well as cross-border transactions. Through advising many American and international clients while at NO&T, I have developed strong writing and communication skills in English. My recent article calling for disclosure reform in merger transactions in Japan was featured in the December 2006 issue of the *International Financial Law Review*.

At Duke, I have had the opportunity to hone my writing and analytical skills, as well as my knowledge of American corporate law. I would like to enhance my understanding of American law while being able to contribute to the work of your firm. I am especially interested in merger and acquisition work, and work with financial institutions. Your own expertise in these areas, as well as your background and continued work with Asian clients, is a key reason for my contacting you. I believe that my knowledge of Japanese law, my English ability, and my experience with international corporate clients, will enable me to make a significant contribution to your corporate practice.

Please find enclosed a copy of my resume for your review. I would welcome the opportunity to speak with you further about my qualifications. I look forward to hearing from you soon.

Sincerely yours,

Yukiko Watanabe

Enclosure

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Dynamic Cover Letters Katharine Hansen, Randall S. Hansen, 1990 **The Resume and Cover Letter Phrase Book** Nancy Schuman, Burton Jay Nadler, 2010-12-18 **Ultimate Cover Letters** Martin John Yate, 2015 In the competitive world of job hunting everything rests in the balance of first impressions so it is of vital importance to know how to write a compelling opening letter when you apply for a position Ultimate Cover Letters from best selling author and careers expert Martin John Yate describes how to do just that helping you to open doors to job interviews and offers of employment and outshine all other candidates From the very popular Ultimate series the book offers as well as sound advice on assembling letters and how to use key power phrases to get results over 100 sample letters to cover a variety of situations These include e mail responses to on line applications speculative letters letters to answer advertised vacancies follow up letters networking letters and even acceptance and resignation letters Now including a chapter on how to develop your professional image and integrate it onto your job search letter Ultimate Cover Letters covers all aspects of this crucial part of the job hunting process in an engaging and approachable way ensuring you put every chance of success by your side

Readymade Job Search Letters Lynn Williams, 2008-12-03 A well written letter can help you to secure a job interview It directs attention to your good points and away from your weaker ones helping you to create the right impression and get your point across clearly and concisely Whether you have considerable experience are looking for a first job or returning from a career break you need to be able to write a professional business like letter Your letter is the first thing that the employer sees so the impression that they get at this stage will stay with them This fully revised new edition of Readymade Job Search Letters gives advice on style presentation the best words to use common mistakes to avoid and writing effective email job applications It will help you to make a favourable impression inform persuade and build a good relationship with the people you write to in order to get that interview It also provides a wide selection of letters for different situations that can be adapted for individual use such as speculative enquiries to a company requests for an introduction replies to an advertised vacancy applications for promotion cover letters for CVs Punchy and informative and with supporting online downloadable sample letters Readymade Job Search Letters is essential kit for any serious job hunter Writing That Successful Application Letter Council for Career Planning, 1979 Ultimate Cover Letters Martin John Yate, 2008 In the competitive world of job hunting much depends on first impressions including the first letter of application This book shows how to write a letter to open doors to job interviews It covers all aspects of the process including how to use key power phrases to get results The Quick Resume and Cover Letter Book J. Michael Farr, 1995 **Readymade Job Search Letters** Lynn Williams, 2000 Gaining an interview and finding a job often depends on the ability to write a good letter Readymade Job Search Letters provides a wide selection of letters that can be adapted for your own use As well as giving sound practical advice the book provides examples of sample letters to cover a variety of situations whether you have

considerable experience or if you are starting afresh after a career break The types of letter covered include speculative letters letters to ask for an introduction letters to answer advertised vacancies letters to apply for a promotion covering letters to accompany CVs and application forms This new edition also provides material on writing effective e mail job applications and on using the Internet as a job hunting tool The book contains useful action lists and examples of job search letters

Writing a Successful Cover Letter, Resume and Curriculum Vitae Stella Tartsinis, DMA, Writing a Successful Cover Letter Resume and Curriculum Vitae is a guide to short cut how to quickly write a cover letter resume and curriculum vitae Also online cover letter and resume builder suggested

Winning Cover Letters for First-Time Job Hunters Ann Starkie, 2009 Winning Cover Letters for First time Job Hunters looks in detail at how to perfect the letter that will assist your CV in showcasing your skills qualifications and personality in a positive way to employers With advice on layout design and fonts to use and steer clear of as well as plenty of examples of good and bad letters this guide will help make sure your CV stays off the rejection pile and makes a brilliant impression on an employer The book is aimed specifically at those people who have not worked before addressing the particular challenges they may face when presenting skills and experience to prospective employers

How to Write: Successful CVs and Job Applications Judith Leigh, 2013-08-29 Write a successful CV cover letter and job application following the advice in this practical guide It offers clear step by step guidance on all these matters and whether you are seeking your first job coming back to work after a break aiming to progress in your chosen career or changing careers altogether this book takes you through the process that s right for your situation This new edition has been thoroughly revised and updated and its structure has been overhauled to make it even easier to find the information you are looking for plus chapters now include helpful end of chapter summaries to recap the key points New to this edition is a list of FAQs with answers directing you straight to the sections you need From the building blocks of CV writing to tweaking your cover letter from speculative applications to applying for jobs online How to Write Successful CVs and Job Applications gives you practical advice and helpful tips checklists dos and don ts and examples to ensure that you get the job that s right for you

Writing a Cover Letter and Resume Ontario Public Service, 2011

Love Letter Cover Letter Melissa Robinson, 2021

The Unofficial Guide to Writing Your Resume and Cover Letter Arco (Edt), 2000-07-01 The Unofficial Guide to Writing Your Resume and Cover Letter delivers the real word on what works in today s marketplace Readers learn the best ways to use their resume to form that important first impression and how to write a cover letter that truly sells their skills Readers also get A variety of resume examples for a variety of professions Advice from human resource executives and recruiters Tips for putting a resume on the Internet Free online critique and consultation on the Web Where to Send a Resume A Directory of Top 200 Not So Obvious Companies

Writing Effective Application Letters Manual/ Catherine Logue Catherine Logue, 2001

Cover Letters that Will Get You the Job You Want Stanley Wynnett, 1993

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